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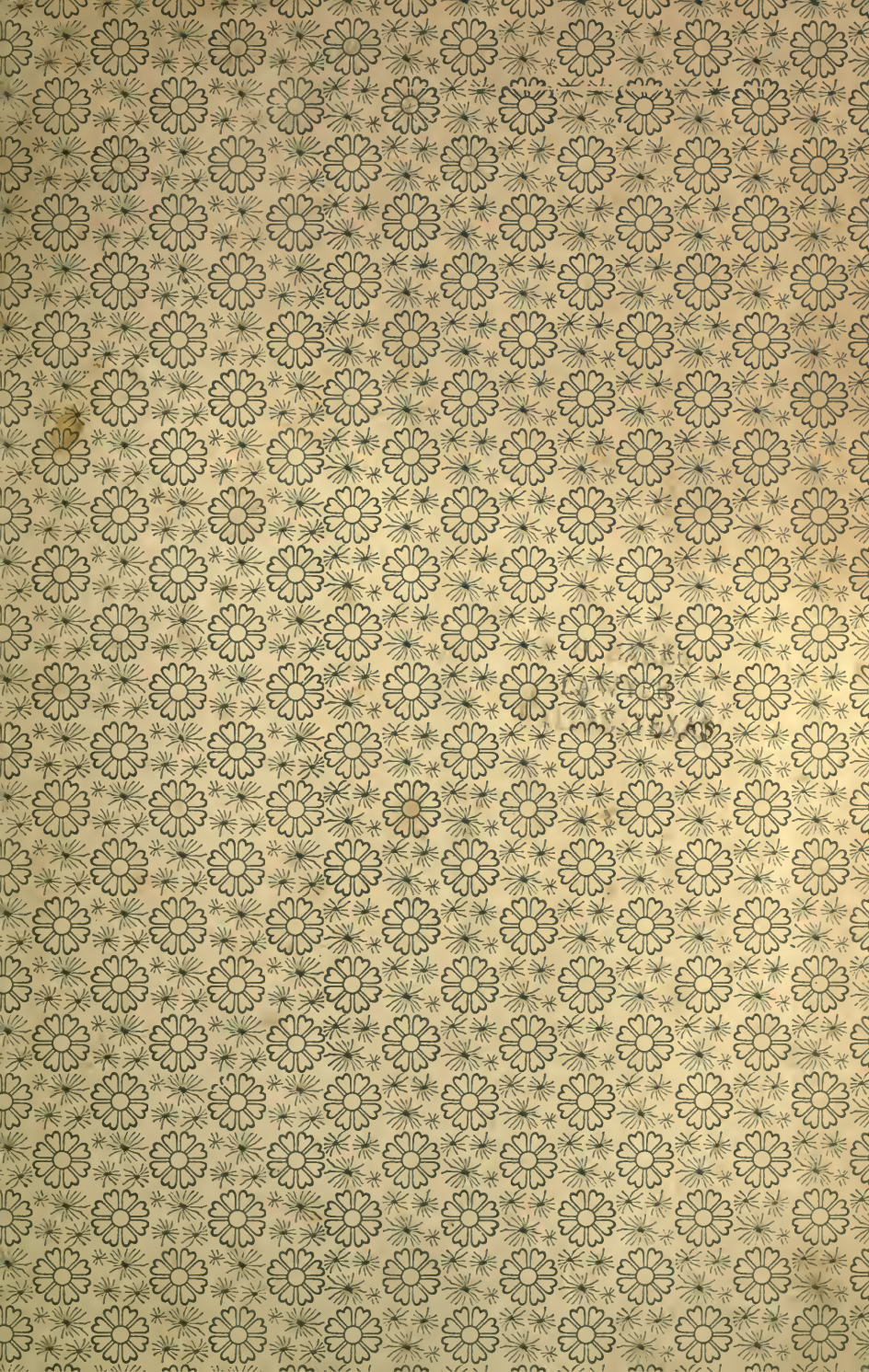
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HAVEN'S  
300-WORDS-A-MINUTE  
SHORTHAND LESSONS.



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Dear Mr. [illegible]  
[illegible]  
[illegible]  
[illegible]

JOHN W. WALKER  
LAWYER  
EL PASO TEXAS

B C Murray  
Democrat Texas

Aug. 3. 1904 - 8, 10, 11



# HAVEN'S 300-WORDS-A-MINUTE SHORTHAND LESSONS.

PRESENTING IN TWELVE LESSONS, WITHIN THE COMPREHENSION OF A CHILD,  
EVERY IMPORTANT PHONOGRAPHIC DEVICE KNOWN TO THE MOST SKILL-  
FUL SHORTHAND WRITERS OF THE WORLD AND OF ALL SYSTEMS,  
BEING THE ONLY TREATISE GIVING THE PROFESSIONAL  
OUTLINES FROM THE VERY FIRST LESSON.

## LESSON I.

### DEFINITION.

Shorthand writing is of two kinds—stenography and phonography.

Stenography was the shorthand of the ancients, and is not much in use today. It involves the learning of hundreds of arbitrary signs for words, and is very difficult to master.

Phonography is the shorthand of the present, and is the one employed by nine of every ten shorthand reporters, although *all* shorthand writers are called stenographers, because the old name still clings to them. Phonography is the only scientific shorthand, and is quite easily learned, if the instructions contained in these lessons are followed.

The name phonography is a union of two Greek words, *phone* and *graphie*, the former meaning *sound* (or voice), and the latter *a writing*, thus making the actual definition of phonography to be *sound writing* or *voice writing*, that is, *to write the sounds of the voice*. The science was given that name because, in writing phonography, spelling is done by actual sound, not according to the usual way of spelling. For instance, the dictionaries would spell the word *nigh* this way—n-i-g-h—using four letters. But in phonography we would spell *nigh* according to its *sound*, thus, n-i. And all other words on the same plan, thus, n-a, *may*, n-u, *knew*, etc., etc., etc. Hence it will be seen that phonography is to the human voice what photography is to the features—one places on paper a likeness of our form, the other a likeness of our speech. Spelling, as taught in school, does not do this; neither does stenography. Therefore, they are deficient in speed. But phonography, by saving time in spelling, gives speed in two ways: i. e., both in the use of less letters, and in briefer signs.

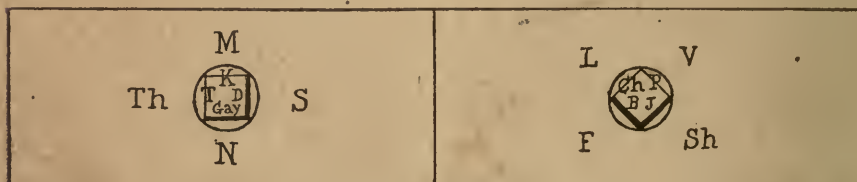
### PRACTICAL PHONOGRAPHY.

The elements of Haven's Practical Phonography are two alphabets, one visible and the other invisible—a portion of the visible alphabet being pre-

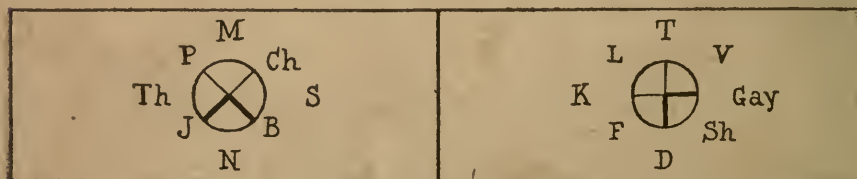
sented in the following sixteen signs:

\ P	⌒ F
\ B	⌒ V
T	( Th [Pronounced <i>ITH</i> or <i>THEE</i> as in <i>Mith</i> or <i>These</i> .]
D	) S
/ Ch [Pronounced <i>TCHAY</i> as in <i>Watch</i> or <i>Chair</i> .]	⌒ Sh [Pronounced <i>ISH</i> or <i>ZHEE</i> as in <i>Fish</i> or <i>Azure</i> .]
/ J	⌒ L
— K	⌒ M
— G [Pronounced <i>GAY</i> as in <i>Gain</i> .]	⌒ N

The first column of shorthand letters in above list is composed of simple straight lines written alternately light and heavy and slanting in pairs at four different angles. The other column of shorthand letters are all lightly written curves, each one of them being a quarter of a circle, as the following diagrams containing all the letters above given will show:

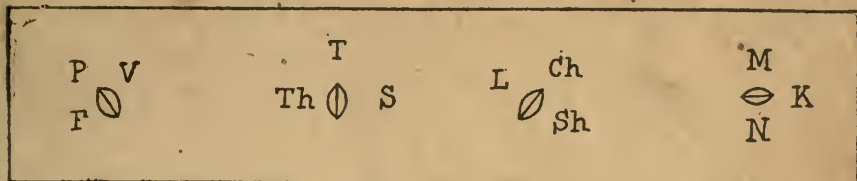


By the above, it will be seen that the straight letters are each one-quarter of a complete square, just as the curved letters are each a quarter of a complete circle; though it will also be seen that the two circles and squares, in above diagram, are each divided into different quarters from the other. This is illustrated still further by the diagram below:



The straight characters are readily enough distinguished as to slant, but sometimes beginners are apt to make mistakes in relation to the slant of the curves, and in order to impress the direction of the curves well upon the

beginner's mind, the following diagrams, showing the exact slant of each curve in comparison with the straight letters, is given:



From above, the student will observe that the points of the curved letters F and V begin and end at the same position, regarding the line, as the straight letter P would; that the curves Th and S begin and end in similar positions to T, L and Sh to Chay, and M and N to K.

Pronounce the double letters Ch, Th, and Sh, as indicated in the list: Chay, Ith, and Ish—never C-h, T-h, and S-h. The sound for G should also be always pronounced Gay. These four signs require special pronunciation, for reasons which will be better appreciated by students as they progress.

Always write the signs for K, Gay, M, and N from left to right.

Write L upward.

The other signs in foregoing list are written downward.

Other letters of the visible alphabet will be given in subsequent lessons.

### SPELLING BY POSITION.

The invisible alphabet also need not necessarily be altogether presented in this first lesson, but its use and three of its letters are best given. The invisible alphabet is really a method of spelling *by position*. That is, writing a visible letter (any one of those in foregoing list, for instance) in a *certain position* in accordance with the ruled line of the paper you are writing upon, and by that position indicating *after* the written letter the presence of some other letter not written. The letters written to indicate invisible letters are called consonants; the sounds *indicated without being written* are called vowels. Three of the vowel sounds, which are thus indicated *invisibly*, are I, A, and U, the mode of indicating them being to write a consonant *above* the ruled line of your writing paper when you desire to indicate I; write the consonant resting *on* the line to indicate A; and strike the consonant *through* or place *beneath* the line to indicate U.

For instance, suppose you desired to write the word *nigh* in shorthand: That word in shorthand would be spelled with only the two letters n and i, thus, n-i, *nigh*. Now, N is a visible consonant, as will be seen by referring to your list of letters at the beginning of this lesson. And we have just said that the sound of I may be indicated *after* a written letter *without writing* I, by placing any visible consonant *above* the line of the paper you are writing upon. So, by simply placing our shorthand letter N *above* the



line, we indicate the sound of I *after* it, and thereby spell n-i, *nigh*, as with sign 1 in Exercise.

Then, in accordance with the rule for indicating the sound of the letter A, *without writing it*, we have only to place our letter N on the line, and we invisibly indicate *after* N, the sound of A, thus spelling n-a, *nay*, as with sign 2 in Exercise.

Finally, by writing N *under* the line of our paper, we indicate *after* N the sound of U, and thus spell n-u, *knew*, as with sign 3 in Exercise.

By the above description, the student sees that it is the *position* of the *written* consonant that indicates the sound of the *invisible* letter; and, therefore, any consonant of the visible alphabet may thus *invisibly* indicate the sound of I *after* it, if such written letter be placed *above* the line of writing; A, if placed *on* the line; and U, if struck *through* or placed *below* the line.

The horizontal letters K, Gay, M, and N can not be written through the line, which is why they are written *under* the line to indicate U after them, the other letters being easily struck *through* the line, as in signs 6, 7, 15, 17, etc., in Exercise.

The dotted lines in our Exercise represent the ruled lines of ordinary writing paper.

If the student has carefully read all of Part I, of this book, especially noted the explanation under heading of "Preliminary Information," on pages 16 and 17, and memorized the sixteen letters so far given of the Visible Alphabet, commencing this lesson, he or she is now ready to proceed with the study of Exercise I, at end of this lesson, which should be done in accordance with the following plan:

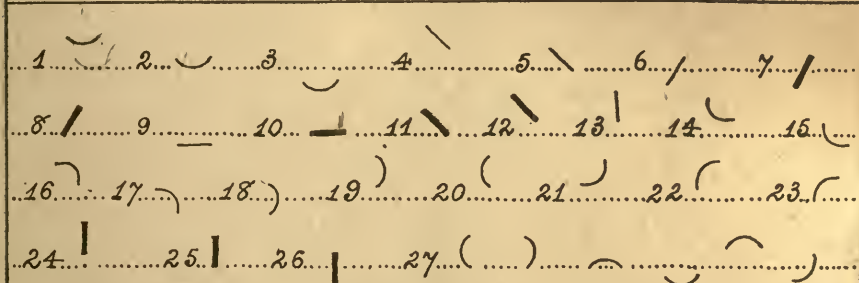
1. Read carefully the entire Exercise, tracing over with a dry pen each shorthand letter, as you read it. The tracing helps to train your hand to a familiarity with the correct formation of the shorthand letters.
2. Write with pencil each separate word or combination of Exercise at least twelve consecutive times on your practicing paper.
3. Transcribe the entire Exercise into long hand, afterward comparing your interpretation with the Key below Exercise. Repeat until perfect.
4. Looking only at the Key, write it into shorthand, afterward comparing your shorthand writing with the shorthand of the printed Exercise, repeating this wholesome practice until satisfactory, but without attempting to write faster than you can write well. Speed will come with careful practice.

These rules are alike applicable to every lesson of this course. And, in addition, in private study, the name of each sign should be repeated aloud as it is written, a proceeding which will train the ear to recognize the proper sound, and, at the same time, train the hand to form the sign upon the writer hearing the sound represented.

Use a soft pencil for practicing, holding it between the first and second finger, keeping it in place by the thumb. This position enables the student to write with more ease than by holding the pencil between the thumb and first finger, besides insuring quicker writing generally, and more perfectly formed shorthand.

The best pencil for shorthand practice or professional use is a soft medium pencil, called by different manufacturers No. 2, or SM; and the best paper is ordinary ruled foolscap, providing it does not have too smooth a surface, as pencil writing can not be done well on highly calendered paper. The more common the foolscap, therefore, the better, the finest qualities being only suitable for pen and ink, with which shorthand practice should never be attempted.

## EXERCISE I.



## KEY I.

1, Nigh; 2, nay; 3, knew; 4, pie; 5, pay; 6, chew; 7, Jew; 8, jay; 9, cue; 10, gay; 11, bay; 12, by; 13, tie; 14, fie; 15, few; 16, vie; 17, view; 18, sue; 19, sigh; 20, thy; 21, shy; 22, lie; 23, lay; 24, die; 25, day; 26, due; 27, They say May knew my shoe.

NOTE 1—The figures accompanying each word or outline in the above Exercise and Key, and others of this course, are inserted for the student's convenience in referring from the one to the other. They are not to be considered as any part of the phonographic signs. The same is true of all subsequent lessons as well.

NOTE 2—Home students should learn every lesson of this course perfectly enough to write each sign correctly when the key is slowly read aloud to them. This practice of writing from dictation should be done with every Exercise, and done well, before commencing another lesson. The lessons may be learned without such aid, but speed comes more quickly with it.

NOTE 3—Students of these lessons, desirous of having their written exercises criticised, or desiring to ask any questions whatever, in regard to the lessons, or relative matters, can address the author, CURTIS HAVEN, Tribune Building, Chicago.

## LESSON II.

### TIMELY SUGGESTIONS.

Become perfectly familiar with one lesson before another is attempted.

A careful revision each day of the exercises written on the previous one will prove an invaluable aid to the memory.

It is only by repetition that you will obtain a complete familiarity with new exercises, therefore do not fail to write every new word or sign at least a dozen times before writing the exercise as a whole.

For every hour spent in writing phonography spend a similar one in reading and rereading. This time will be well spent, while a non-compliance with this suggestion may cause infinite trouble in the student's early attempts at reporting.

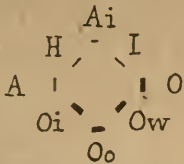
While practicing the exercises of any lesson, students should form the outlines both carefully and slowly, paying particular attention to the proper formation of shorthand characters, both regarding length and curvature. Careful practicing while learning will bring speed far more quickly than carelessly written exercises, besides bringing with such speed that without which speed is useless—legibility.

### SMALL VISIBLE LETTERS.

、 I	、 i [Short-i as in <u>it</u> .]
、 Oi [Pronounced as in <u>oil</u> .]	、 a [Short-a as in <u>at</u> .]
、 A	、 W [Pronounced <u>WAY</u> .]
、 O	、 Wh [Pronounced <u>HWAY</u> .]
、 H [Pronounced <u>HAY</u> .]	、 e [Short-e as in <u>let</u> .]
、 Ow [Pronounced as in <u>owl</u> .]	、 E
、 & [Or Ai as in <u>air</u> .]	、 Yay [Or short-u as in <u>but</u> .]
、 Oo [Pronounced as in <u>tool</u> .]	、 U

By the foregoing list of small signs, students are introduced to sixteen more letters of the Visible Alphabet, the three consonants (Hay, Way and Whay), and thirteen *visible* vowels—each pair of letters slanting or curving in the same directions and occurring in same order as their larger prototypes in Lesson I. And, that their distinctions of outline may be the better memorized, the new list is reproduced in comparative form in the diagram at top of opposite page.



	
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The letters Hay, Way and Whay, like the letters of first lesson, are used to spell words by position, above, on or beneath the line, signs 1 to 7, inclusive, indicating invisibly I by position above the line, A on the line, and U beneath.

Do not imagine, because some signs of above list have capital letters near them and others small letters, that such distinction is represented by them. There is no occasion for capital letters in Phonography, any more than in speech, and the use of a small Roman letter opposite a sign is simply to help the student to remember that that sign has a short sound; and, upon the same principle, a Roman capital letter near a shorthand sign in the shorthand alphabet simply means that such shorthand sign possesses a long or ordinary sound.

Write the shorthand letters of the present list in the following directions: E and short e, either upwards or downwards, according to convenience; Ai, Oo, Yay and U, from left to right. The other signs in above list write downwards.

The signs representing the sounds of H, W and Wh, must always be called and referred to as Hay, Way and Whay; the signs opposite the small letters i, a and e should be called short-i, short-a and short-e; and the other signs in accordance with the letters opposite them, & or Ai being either pronounced *and*, or the same as A, excepting perhaps a trifle more prolonged, like the two a's in the word *Baal*, though even if A and Ai be pronounced exactly as one sound, no difficulty would arise in their use, as will be seen by future lessons.

The signs represented by the small letters i, a, e and u require particular attention, and, explanatory of their use, it is necessary to say that to spell by sound (which is the only way spelling is done in phonography), there must be, when writing them, a separate sign for each and every distinct sound; and, as I, A, E and U have each more than one sound, we, therefore, in phonography, when writing each sound, represent it by a separate and distinct letter, the long sound of I, as heard in the word *bite*, being represented by the first sign in the list heading this lesson; the short sound of i, as heard in the word *bit*, being indicated by the ninth sign in same list; the ordinary sound of A, as heard in the word *fate*, by the third sign in the list; the long sound of Ai, as indi-

cated in pronouncing the word *fail*, by the seventh sign in the list; the long sound of E, as heard in the word *feet*, by the fourteenth sign in the list; the short sound of e, as in *met*, by the thirteenth sign; long sound of U, as heard in the word *pure*, by the sixteenth sign, and short-u, as heard in *butt*, by the fifteenth sign in the list. Examples showing how these signs are used to the consonants are given in this Exercise.

By this lesson the student will observe that the vowel sounds of I, A and U are not only represented *invisibly*, as described in the last lesson, but also that those sounds have *visible* letters. The reason for the existence of two ways of representing the same vowel sounds—visibly and invisibly—arises from the fact that both are equally useful and necessary. The invisible means of representation, as described in Lesson I, is most frequently used—always, when, in ordinary words, either of their sounds occur *after* a consonant, wherein it is possible to place the consonant in position to indicate the presence of a vowel without writing such vowel. But, vowel sounds often happen to be complete words of themselves, and therefore unaccompanied by a consonant, as with the personal pronoun I, or the article A; or, when a vowel sound would spell a word of itself, as the vowel signs O and U do in the last part of the Exercise to this lesson, wherein the first four words of the sentence “I owe you a new tie” are represented simply by the visible vowels I, O, U and A. Then, again, such sounds are sometimes initials of personal names, as I for Isaac, A for Adam, etc.—in which cases invisible representation could not be employed. Sometimes, too, though not frequently, personal names are best written with them, and generally foreign terms. Again, the vowel sounds of I, A and U were, in last lesson, represented invisibly *after* a consonant, not *before* one; and, as there often occurs instances in which the vowel sounds are the *commencing* letters of words and therefore *precede* the first consonant of such words, it sometimes becomes necessary to write them as in the Exercise to this lesson, signs 8 to 34 inclusive.

In those signs, 8 to 34, it will also be seen that such outlines invariably rest upon the line, that position being the proper one for all letters of the alphabet when not indicating invisible vowels, as well as when indicating the second place invisible vowels. It is only when a first or third position vowel is to be indicated *invisibly* that written characters are placed above, through or beneath the line.

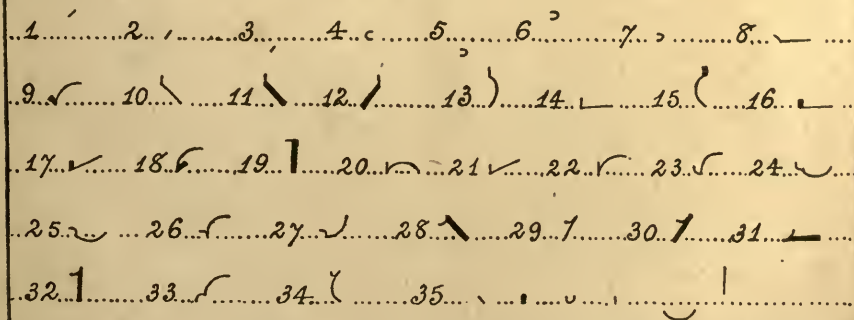
Be sure to learn every Exercise strictly in accordance with the four rules preceding the Exercise of Lesson I.

Further use of the visible vowels will be explained in next lesson, in which is given the concluding letters of the Visible Alphabet.

## PEN OR PENCIL.

Before closing this lesson, there is one subject, the importance of which the author desires to properly impress upon the minds of his students: It is the necessity of an immediate choice between pen and pencil, in regard to which shall be made use of in the student's phonographic writing practice. Student are, of course, at liberty to use both if they choose, and alternate their use as frequently as they wish, but such inconstant use, the student is informed, will greatly delay her or his acquisition of speed. Each instrument differs from the other in facility of execution, and whichever the hand becomes most accustomed to, it writes much quicker and better with. The author prefers a pencil because it can be used under most any or all circumstances, while a pen cannot be employed except under certain favorable conditions. The pencil will glide over the paper much more quickly, and thus affords greater rapidity of execution than the pen, while rapid pencil writing is easier to read than rapidly-made penmarks, for the reason that the use of the pencil avoids the little meaningless ticks and dashes which the pen is almost always certain to leave attached to rapid shorthand writing. It is, however, even better to make constant use of a pen than to be continually changing from one to the other, for the reasons given.

### EXERCISE II.



### KEY II.

1, High; 2, hay; 3, hue; 4, weigh; 5, whew; 6, why; 7, whey; 8, Ike; 9, oil; 10, ape; 11, Abe; 12, age; 13, ace; 14, ache; 15, oath; 16, oak; 17, oar; 18, owl; 19, aid; 20, aim; 21, air; 22, ail; 23, ill; 24, inn; 25, Ann; 26, Al; 27, ash; 28, ebb; 29, etch; 30, edge; 31, egg; 32, Ed; 33, eel; 34, youth; 35, I owe you a new tie.



### LESSON III.

#### FINAL LIST OF VISIBLE LETTERS.

— R	o [Short-o as in on.]
— Rm [Pronounced <i>ARM</i> or <i>REM</i> ]	oo [Short-oo as in foot.]
) Z	2 Ah
— Mb or Mp [Pronounced <i>EMB</i> or <i>EMP</i> ]	s ah [Short-ah as in ask.]
— Ng [Pronounced <i>ING</i> ]	s Aw

In above final list are presented ten signs—the concluding letters of the Visible Alphabet of Haven's Practical Phonography—the last five—short-o, short-oo, Ah, short-ah and Aw—being vowels; the others, consonants. The three letters requiring particular pronunciation are Rm, Mb or Mp and Ng, which must always be learned and referred to as Arm, Emb or Emp and Ing, the signs represented by the small letters o, oo and ah, being called short-o, short-oo and short-ah.

R and Arm are always written upwards and at a slant just midway between Chay and K; Emb is a thickened M; Ing a thickened N; Z like a thickened S; short-o is the O of last lesson bowed, or like a shaded Whay; short-oo is the Oo of last lesson bowed, or like a shaded U; Ah is a waved line resembling the juncture of the letters Whay and Way in that order, while short-ah and Aw are waved lines similarly resembling the juncture of Way and Whay, Aw being shaded in center.

R, Arm, Z, Emb and Ing are written the same size as the letters illustrated in Lesson I; the other letters of this list are written the size of the small letters of Lesson II, that is, one-eighth the size of the large ones. The letter R is, of course, placed *above, on or through* the line of writing to represent I, A or U invisibly, as in signs 1, 2, 3, in Exercise. To clearly illustrate the exact slant of R and Arm, the author presents those letters below grouped with Chay, K, etc.

<p>T Ch</p> <p>↙ R</p> <p>K</p>	<p>D J</p> <p>↙ Rm</p> <p>Gay</p>
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By always writing R and Arm upwards and Chay and J downwards, the difference in slant between those letters is easily maintained.

To better exhibit the similarity to each other, as well as the individual differences between the outline of each character given in

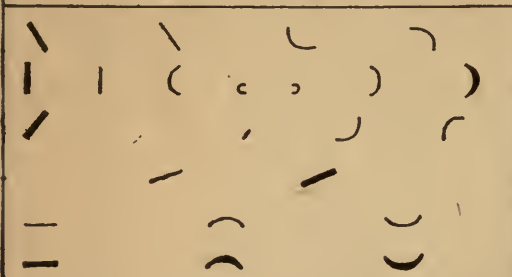
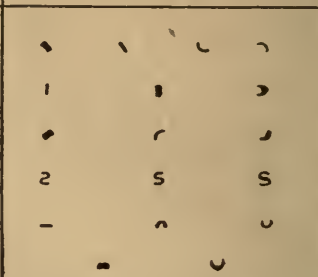
preceding alphabetical lists, the author herewith appends:

## THE COMPLETE VISIBLE ALPHABET.

<p> \ P  \ B    T    D  / Tchay  / J  — R  — Arm or Rem  — K  — Gay  \ F  \ V  ( Ith or Thee  ) S  ) Z  \ Ish or Zhee  \ L  \ M  \ Emb or Emp  \ N  \ Ing </p>	<p> \ I  \ Oi  \ A  \ O  / Hay  / Ow  - Ai or &amp;  - Oo  \ Short-i  \ Short-a  \ Way  \ Hway  \ Short-o  \ Short-e  \ E  \ Yay or Short-u  \ U  \ Short-oo  \ Ah  \ Short-ah  \ Aw </p>
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The above Complete Visible Alphabet of Practical Phonography is composed of twenty-one large letters, about three-sixteenths of an inch in length, and twenty-one small characters, made about one-eighth the size of the large ones. Twenty-four of these letters are called consonants and eighteen vowels. All the large letters and the small ones Hay, Way and Whay are the consonant letters, the remainder of the small letters being the vowels.

Now, for further successful progress in these lessons, it is especially necessary that every sign of the Visible Alphabet be so thoroughly familiar to the eye of the student that any of those signs be known when not presented in the ordinary order of their arrangement, and hence, for memorizing, they are illustrated in comparative form below:

CONSONANTS.	VOWELS.
	

Students should practice memorizing the alphabet until the letters in foregoing schedule can be read with considerable facility, both from left to right and right to left, before attempting to learn further exercises. Such memorizing will not only give a thorough acquaintance with the names of the signs of the Visible Alphabet, but the separation of the vowels and consonants, as in the schedule, will also serve to impress upon the mind which signs are consonants and which visible vowels.

The use of the vowel signs in spelling personal names is shown in signs 4 to 20 in Exercise, though all spelling, even in personal names, should be done phonetically, viz: R, long-I and T, as in sign 4 in Exercise, spells the personal name of *Wright*, etc., etc., because even in writing personal names, all that is necessary is to write *sounds*, for, in speaking Mr. Wright's name, we would simply utter the sounds of R, long-I and T, and hence we need no more representation in phonography, but we generally write the vowel sign in personal names instead of indicating it invisibly, for reasons which will be explained in a future lesson, though in spelling the common words, *right* or *write*, we would have indicated the vowel sound by position.

The numeral *eight* is spelled ai-t, as in sentence in sign 45.

The proper place for all outlines which do not indicate invisible vowels is on the line of writing, hence, all the proper names of signs 4 to 20 in the Exercise are *commenced* or *rest* on the line. It is only when vowels are indicated *invisibly* that outlines are commenced above,

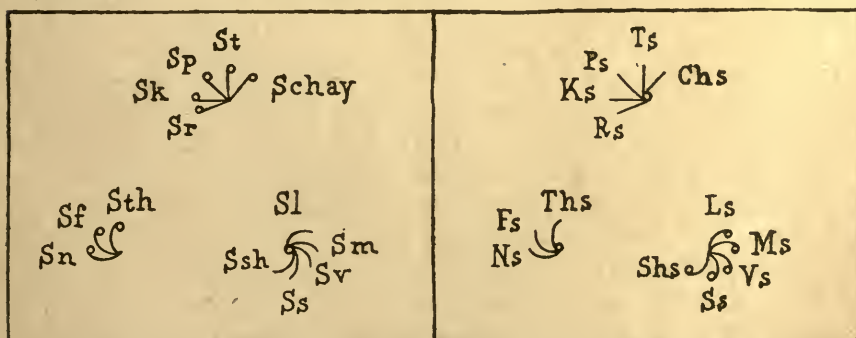
through or beneath the line, and even then it is only the first consonant which takes position, other consonants taking whatever position is convenient at the time, as with signs 27 and 33 in Exercise, wherein the second written letter is written out of position simply because the first consonant must have position, and both cannot.

It will doubtless be no little satisfaction to the beginner, however he or she may love study, to know that with this lesson terminates all visible alphabetical memorizing, enough means having now been presented to represent, phonographically, any sound of the English language. The elements of phonography being now within the grasp of the learner, future lessons will be entirely taken up with interesting contractions and practical application of the system.

### THE CIRCLES S AND Z.

Rapidity in writing shorthand frequently necessitates, for the representation of the oft-recurring sounds of S and Z, a much shorter method than that found in our Visible Alphabet.

A small light circle is therefore often used to represent the hissing sound of S, and a shaded small circle to indicate Z under similar circumstances. These circles are joined to other consonants by writing them on the most convenient *side* of curved letters, and on the right or upper *side* of straight ones, though they may be placed at either *end* of any letter, as in following diagrams, the circle being read where written:



The superiority of these circles in point of speed, over the long signs for S or Z, is a fact which will be more or less appreciated and taken advantage of by the student. But, lest there be a disposition to do away entirely with the original signs representing these sounds in the Visible Alphabet, it is necessary to state that there are instances wherein the signs for S and Z, as written in the Visible Alphabet, *must* be employed. They are:



First. When either the sound of S or Z constitute the only consonant of a word, as in sign 21 of this Exercise.

Second. When either of the sounds of S or Z is the first consonant in a word, and is preceded by an invisible vowel, as in sign 22.

Third. When an invisible vowel sound terminates a word in which either S or Z happen to be the last consonant. Signs 26, 27, 33, 35 and 36.

Under the above three rules, the long S or Z of the Visible Alphabet *must* be used, and in the second and third rules, the student, when reading, has an infallible guide whereby to determine when an invisible vowel precedes or follows either S or Z in a consonant combination. In other words, when he sees the S or Z of the Visible Alphabet, beginning such a combination, he knows an invisible vowel must be read before and in conjunction with it, and that, when either of those long letters ends such a combination, there is an invisible vowel following it, as part of the word.

Under all circumstances not covered by above three rules, use the circle S or Z wherever possible. For instance, when either the sound of S or Z begin a combination, with no vowel before it, use the circle as in signs 23, 29, 30, 37, 38 and 40 in Exercise. When the sounds of S or Z end any combination, with no vowel sound after, use the circles, as in signs 24, 25, 28, 32, 34, 39 and 41 in Exercise.

Compare sign 22, indicating a preceding vowel, and sign 23, with no vowel before the S. Also compare sign 25, indicating no final vowel sound, with sign 26, indicating the final vowel E sound of Y.

Also compare sign 34, *maz*, spelled in shorthand with no final vowel sound, and sign 35, *ma-zy*, showing the final E sound of Y by full sized Z.

Just here the student may ask how it is known that the vowel sound is E following long-S in signs 26 and 27, or following Z in signs 33, 35 and 36. The answer to this is, that in English the final sound of such words ending in Y is always pronounced nearly like the vowel E, and therefore all that is necessary is to remember that when a vowel sound ends a word whose last visible letter is S or Z, the shorthander is to write the long S or Z, as in the instances just named; and when he or she reads those letters, to pronounce after them the vowel sound of E, when the key to the outline will be at once evident.

The E in *case*, (sign 24), *race* (sign 25), *sire* (sign 30), *maze* (sign 34), etc., is of course silent and not considered in shorthand spelling.

A double-sized light circle, written alone or joined to other letters in accordance with the rule governing the small circles, represents the sounds *ses*, *sez*, *size*, *zes*, *zez*, etc. See signs 42, 43 and 44 in Exercise.

This double-sized circle must not be mistaken for double-s (ss) in the English spelling of the word *lass*, etc. In phonography no letters are wasted and *lass* and kindred words terminating with double-s, are spelled quite as legibly, and much more economically, thus: l-a-s, *lass*.

These small and large circles are joined to the letters R and Arm in the same manner and upon the same sides as those circles are joined to K or Gay. See signs 24, 25 and 30. This is no more than proper, for R and Arm are written from left to right, as K and Gay are, and should, therefore, be treated similarly in this respect.

This rule the student will have frequent cause for recalling in future lessons and he or she should bear it well in mind and on all occasions where junctions are made with, or circles added to, the letters R and Arm, such junctures and additions must be made to R and Arm in precisely the same manner that they would be added to K or Gay.

When joining shaded circle-Z to letters, shade most convenient way.

### C, Q AND X.

There are three letters which students who have had but little experience in spelling by sound will look in vain for among the letters of our Visible Alphabet, viz.: the Roman letters C, Q and X. The Roman C is not contained therein, because, in spelling by sound, phonographers do not need the help of that letter, the soft sound of C, as heard in the word *city*, being represented in phonography by the phonographic S, that word being spelled *sit-e*, as in sign 29 in Exercise; while the hard sound of C, as heard in *case*, is represented by K, and that word spelled k-a-s, as in sign 24 in Exercise.

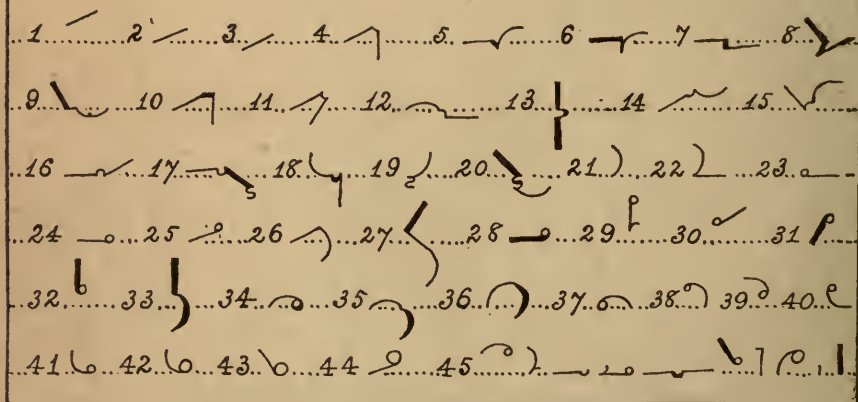
The soft and hard sounds of the Roman letter G are similarly dealt with in phonography, J being used to spell such words as *gypsy* and *sage* (thus jip-se, *gypsey*; s-a-j, *sage*) as in signs 27 and 31 in Exercise; the hard sound of the Roman letter G, as heard in the word *game*, being indicated phonographically by the letter Gay of our Visible Alphabet, as seen in sign 28 in Exercise.

The letters Q and X are not incorporated in our Visible Alphabet, because those letters are not needed in spelling by sound, and are never so used, they being themselves composed of more than one simple sound and therefore made by the union of other letters and really spelled thus: K-u, Q; short-e, K and circle-S, X; as in sentence 45 in Exercise, in which sentence is also shown how to represent the letter C as the initial of a person's name (by spelling it thus: s-e, C) which is the plan upon which all initials are represented in shorthand writing, as is fully explained in the last lesson of this course.

## HOLDING THE PENCIL.

In Lesson I the student is requested, when writing phonography, to hold the pen or pencil between the first and second fingers, merely keeping it in place with the thumb. Most phonographers employ this method, though there are a few who profess to prefer the ordinary penmanship style, saying that a special method for shorthand writing is simply affectation. This is a mistake. The philosophy of the matter is, that in ordinary penmanship the letters all slant in one direction, and are written always either downward from the right or upward from the left, and hence the regular penmanship manner of holding the pen is decidedly preferable in ordinary writing; but in writing phonographically the shorthand characters are formed in such a variety of directions, downward from the right, perpendicularly, horizontally, etc., etc., that a special position of the hand, if one would make the characters easily and rapidly, is a requisite which is best secured by holding the pen or pencil between the first and second fingers, by which plan the hand is less liable to become cramped from excess of work.

### EXERCISE III.



### KEY III.

1, rye; 2, ray; 3, rue; 4, Wright; 5, Coyle; 6, Gale; 7, Coke; 8, Bower; 9, Bain; 10, Roote; 11, Rich; 12, Mack; 13, Dodd; 14, Wren; 15, Peel; 16, Kurr; 17, Cuba; 18, Foote; 19, Shah; 20, Bawn; 21, say; 22, ask; 23, sack; 24, case; 25, race; 26, racy; 27, Gypsey; 28, gas; 29, city; 30, sire; 31, sage; 32, dies; 33, dizzy; 34, maze; 35, mazy; 36, lazy; 37, same; 38, save; 39, vice; 40, safe; 41, face; 42, faces; 43, paces; 44, races; 45, Miss C. Q. X. Cook buys eight laces a day.

## LESSON IV.

### ADDITIONAL USE OF THE VISIBLE VOWELS.

In words wherein visible vowels are necessary, and where the juncture of a visible vowel with the required consonant or consonants would be difficult or impossible to accomplish, a sign representing another sound of the same Roman vowel is substituted. For instance, it would be impossible to recognize the straight sign for long I, when joined to the letter P, and yet to properly read the word *Pine*, when it is a person's name, it is necessary to visibly represent the vowel sound. To do this we join the sign for short-i, and, in order to show that we intend the sound meant to be long-I, we thicken short-i, as it is shown in sign 27 in Exercise, which thickening tells us that it is substituted for long-I. Similarly, as in signs 28 and 29 in Exercise, other light vowels may be substituted to represent the long ones by thickening, excepting the sign for short-a, which is not needed to be substituted for long, ordinary A, because the sound for Ai can be better employed, as in sign 24 in Exercise, though as A and Ai represent sounds so very similar that most people make no difference in their pronunciation, it is not necessary to thicken either A or Ai when substituted for each other, either sign being used for the other without particular indication. In instances where the long sounds of O and Oo need to be shown, but will not join, the signs for their short sounds are used, and bowed *in the opposite direction* to show substitution, short-o being turned around in the form of a heavy letter W, and short-oo, like a heavy short-u, as in signs 33 and 34 in Exercise. Short-oo, when made in the shape of a short-u, will not be mistaken for that letter; because, when the sign for long-U is substituted for the short one it is only shaded at one end of the curve, while short-oo is thick all over. Compare sign 29 with sign 34 in Exercise. For a similar reason short-u, when shaded to indicate the sound of long-U, will not be mistaken for the substituted short-oo. Compare signs 30 and 34.

When Oi is required to be added to B and similar shaped characters, it may be bowed in the shape of short-a, as in sign 35 in Exercise, and being written heavy will not be mistaken for short-a, as short-a is never thickened when substituted for any other sound of A.

To accommodate the downward stroke of Ow, the letter Hay is written upward, as in sign 25 in Exercise, but as Hay should generally be written downward, Ow would have to be written upward upon such other occasions.

Ah may be used for Aw by thickening beginning stroke. Sign 31.



Ah and short-ah may be substituted for each other without thickening, as in sign 26 in Exercise.

The sign for Ah or short-ah may be substituted for A or short-a in instances where the regular sign for A or short-a would not join, as in sign 32 in Exercise.

This substitution of the vowel signs for one another, as shown in signs 24 to 34 in our Exercise, as above described, illustrate instances which will, however, very seldom occur, and need not cause any fear of conflict on the part of the student. The vowel signs will, in general, join easily when required, as they do in last lesson, without substitutes.

If students prefer, they need not join the vowels.

### COALESCING VISIBLE VOWELS.

Besides the preceding described uses for the visible vowels, they are also employed in instances where two vowel sounds together terminate a word, as with the vowel sounds of a and e pronounced terminating the word payee. Sign 18 in Exercise. In such case and others illustrated in the Exercise, it would be impossible to invisibly represent two sounds by one preceding consonant sign, and a visible *vowel* cannot indicate an invisible one, nor a consonant indicate one invisible and one visible vowel at the same time. Hence, the necessity and wisdom in writing both vowel sounds when they together terminate a word.

In some instances, however, as in such words as *Uriah*, *Noah*, etc., the final Roman ah possesses a sort of neutral sound, in which the aspirate sound of H seems to take so important a part, the sound being *eh*, that, in such cases, especially if the sign for short-e would not make a perfect juncture, the sign for Hay may be joined terminating the outline, providing Hay be written upwards when so joined, as in signs 21 and 22, etc. in Exercise. This use of the letter Hay will not cause it to clash with its ordinary use as a consonant, because, as a consonant, it would not occur following a visible vowel, and also because of the fact that it is written *downwards* as a consonant, while, in the representation of i-ah and o-ah, it is written upwards. I-ah and O-ah are written the same when they occur preceding a word, as in *Owen*, where the sound is O-eh-n. If *Owen* were to be written simply O-n, as some suppose, it might be read as *Own*. Therefore, indicate the *eh* sound, as in sign 23.

It will be noticed in writing the names *Uriah*, *Noah*, etc., that no provision is made in phonography to indicate capital letters. In other words, the capital letter N in *Noah* (sign 22), is represented by

the same sign which is used to indicate the small letter n in *knew*, sign 3 in Lesson I. This principle is founded upon the fact that, as people do not indicate capital letters when they speak, it is, therefore, equally unnecessary to represent them in phonography, and as phonographers write from sound entirely, no confusion can arise in reading one's shorthand notes even without capital letter indication.

### VISIBLE VOWEL JUNCTURES.

As it is in only a very few words of our language wherein it is necessary to write vowels, the student will seldom be required to write such cumbrous outlines as predominate this lesson, vowels in general being indicated invisibly, as in Exercise of first and succeeding lessons.

The principal object of this lesson is to show students how to join vowels when necessary, in personal names and initials, and though, in writing the latter, the vowel signs should always be employed for reasons which students will understand better as they progress, yet, even in personal names, if students are thoroughly familiar with the personality they are writing about, they need not insert vowels unless they so desire, but simply write the consonant outline in position to indicate the vowel, just as common words are written phonographically.

### THE INVISIBLE ALPHABET.

In Lesson I was explained the application of the main principle of the Invisible Alphabet of Haven's Practical Phonography, in indicating the vowel sounds of I, A and U invisibly by writing a consonant, after which one of those vowel sounds occurred, either above, on, through or beneath the line of writing, according to whichever vowel was intended at the time, and such principle has been used throughout the Exercise of each lesson preceding this, but the positions of the consonants were given no technical names. The student now being prepared for further explanation concerning the entire Invisible Alphabet, it becomes necessary to state that those three positions—above, on, through or beneath the line of writing—are known respectively as the first, second and third positions, and the vowels represented by such positions are known as first-place vowels, second-place vowels or third-place vowels, the sound of I, therefore, when represented invisibly, being a first-place vowel; A, a second-place vowel, and U, a third-place vowel.

But those three vowels are not the only ones so represented and so named. On the contrary, the entire eighteen vowel sounds of the English language are divided into those three classes—first-place, second-place, and third-place vowels—and are represented invisibly by those three positions only, in accordance with the table at top of next page:

FIRST	E	<ul style="list-style-type: none"> <li>Long sound, as heard in <i>beet</i>,</li> <li>Short sound, as heard in <i>bet</i>.</li> </ul>	To indicate these sounds, write the consonants of a word in the <b>FIRST POSITION,</b> above the line.
PLACE	I	<ul style="list-style-type: none"> <li>Long or dual sound, as heard in <i>bite</i>,</li> <li>Short sound as heard in <i>bit</i>.</li> </ul>	
VOWELS	OI	<ul style="list-style-type: none"> <li>The diphthongal sound, heard in the words <i>boil</i> and <i>oyster</i>.</li> </ul>	
SECOND	A	<ul style="list-style-type: none"> <li>Long English sounds, heard in <i>pate</i> or <i>pair</i>,</li> <li>Sounds of AH, heard in <i>pa</i> and <i>ask</i>.</li> <li>Broad sound of AW, heard in <i>pall</i>,</li> <li>Short sound, as heard in <i>Pat</i>.</li> </ul>	To indicate these sounds, consonants should occupy <b>SECOND POSITION,</b> resting on the line.
PLACE			
VOWELS	O	<ul style="list-style-type: none"> <li>Long sound, as heard in <i>pole</i>,</li> <li>Short sound, as heard in <i>Polly</i>.</li> </ul>	
THIRD	U	<ul style="list-style-type: none"> <li>Long sound, as heard in <i>pure</i>,</li> <li>Short sound, as heard in <i>putty</i>.</li> </ul>	For these, place consonants in <b>THIRD POSITION</b> through or beneath the line.
PLACE	OO	<ul style="list-style-type: none"> <li>Long sound, as heard in <i>fool</i>,</li> <li>Short sound, as heard in <i>foot</i>.</li> </ul>	
VOWELS	OW	<ul style="list-style-type: none"> <li>Diphthongal sound, as heard in the words <i>fowl</i> and <i>allow</i>.</li> </ul>	

Read the above table over until well understood, but it is not necessary to memorize it entire. Simply to memorize the main letters E, I, Oi; A, O; U, Oo and Ow; and their positions, is sufficient to impress the positions of the other sounds upon the mind, because the other sounds are merely variations of those eight.

Nor need students fear that the use of only three positions for the representation of eighteen different vowel sounds will serve to perplex them, when reading their own notes, if correctly written. All professional shorthand writers omit those eighteen sounds, representing their omission by three positions only, and to illustrate how comparatively easy it is to read by position, even with such a number of invisible vowel sounds to choose between, let us analyze the first word in our Exercise. The fir t sign in our Exercise happens to be an F above the line, which position, we are told by above schedule, represents the indication of either of the three sounds E, I or Oi after the letter F; therefore, such sign reads, according to the rule, either f-e, *fee*; f-i, *fie*; or f-oi, *foi*. But, as *foi* is no word at all, we have but two words to choose between, *fee* or *fie*. In this instance the word intended is *fee*, because the Key to the Exercise says so. But should there have been no Key it would

not have mattered which word the pupil transcribed it as, because the words in this Exercise are in no wise dependent on each other. Indeed, in this and some subsequent lessons, wherein the words of the Exercise are isolated, pupils may frequently, though working according to rule, interpret words differently from the Key, as they might have done with *fee*, in this Exercise. This must not, however, lead them to suppose that this will always be their experience. On the contrary, should this letter F have occurred (in the position it occupies in this instance) within a sentence, no doubt about its meaning would have arisen, because other words preceding or following this particular word in the same sentence would have designated its meaning at once. A person would not be apt to say "A lawyer's *fie*," or "*Fee, fee*, for shame!"

In sign 2 in Exercise the position adds either A or O to F, making either *fay* or *foe*, but as the Key says *foe*, read it so, especially as there is no such modern word as *fay*.

Sign 3 would read as either f-u *few*; f-oo, *foo*; or f-ow, *fow*; but as *foo* and *fow* are no words, we read the outline as *few*; so that, as a general rule, only one word could be made out of such outlines anyway, and where more than one, the context shows which one. Where such would not be the case the visible vowel would be written as in signs 12 to 14 in Exercise. Sometimes a preceding vowel is written, and the final vowel indicated by position, as in signs 15 to 17—the preceding vowel a in *allow* being written and the L placed through the line to indicate *ow* after the L, spelling a-l-ow, *allow*, etc., etc.

### IMPORTANCE OF SPELLING BY SOUND.

The main thing is not to forget that phonography means writing by sound. No attention should be paid to ordinary spelling. Keep in mind the fact that the invisible vowel Ow does *not* mean the letters O and W, and can *not* be used to spell the word *know*. The Invisible Alphabet Ow is the *sound* of Ow, as heard in such words as *bough*, which word is spelled phonetically b-ow, *bough*, as in sign 6 in Exercise. The word *know* is spelled n-o, *know*; *shows*, sh-o-s, as in signs 8 and 44.

Again, do not seek to indicate the silent letter *e* occurring at the end of such English-spelled words as *foe*, *chase*, *sale*, etc., signs 2, 38 and 40 in Exercise. F and o spell *foe* phonographically and chay-s, *chase*, or S, long-A and l, *sale*, just as correctly as speech can utter them.

Do not, for an instant, forget that it is the phonographic reporter's duty simply to write the *sounds* which drop from the speaker's lips, not to spell words. For, if all the sounds of a speaker's utterance are correctly placed on paper, the speech has actually been placed there, and



simply by pronouncing the sounds thereon, in their order, the speech is heard again, and can easily be transcribed into ordinary spelling for the use of those who do not know the shorthand. Once get the sound correct and the sense is there also, for it is only sounds we hear when we speak to one another, and what is more useful or more used than speech? People do not *spell* nor indicate silent or capital letters when speaking, which fact is the prime reason why it is not necessary to do either in phonography. The simple presentation of the seven small letters, i c u x-l f-e, when addressing a lady or child, would be understood quite as readily as if you had written the words which those sounds represent, and had spelled and capitalized them into the bargain. The full sentence, "I see you excel, Effie," may be better English spelling, but it means no more than the seven letters above printed.

Spelling by sound always saves time, and though it may seem strange to the beginner that it makes our shorthand Visible Alphabet longer than the ordinary A, B, C, or Roman alphabet, yet such deviation in length is really only a seeming one, as, in the Roman alphabet, several letters have more than one sound.

The reason our shorthand alphabet commences with P, B, T and D, instead of A, B, C, is because the phonographic alphabet is arranged to suit the order of the signs, instead of their name.

#### POSITION VOCALIZATION.

As in this lesson are represented words having two joined consonants, it is necessary to state that, in general, the invisible vowel sound is indicated by the first consonant of a word, no matter what position the other consonants may happen to be in, as in sign 48, the invisible vowel O in *ropes* being indicated by the position of the first consonant R, and not by the second consonant. This is the rule. But like most rules in life it, of necessity, has an exception, but only one: That exception existing in instances where the small consonants, Hay, Way and Whay, or the horizontal consonants, K, Gay, M and N, are *followed* by a *descending* letter, as in signs 51 to 62, inclusive, in which case the invisible vowel is determined by the position of the second consonant, instead of the first. But it is only when the second consonant is a *descending* one that the exception applies, as otherwise the regular rule governs Way, K, Gay, etc., as well as other consonants.

In words of two syllables, such as *berry* and *funny* (signs 64 and 65), the concluding letter Y is pronounced somewhat like the short-i in *bit*, or like an E. Those words, then, in spelling by sound, must be spelled ber-e, *berry*; fun-e, *funny*; and, being spelled phonographically with those sound letters, they must be written accordingly; hence the final

letter Y in those and similarly constructed words is written with the E sound of Y indicated invisibly, but *not* by position, because not necessary.

It is impossible, in writing words of two or more syllables, always to give each syllable the proper position required by its particular vowel. As a general rule, only one syllable in a word can be accommodated in this respect, and the syllable thus honored should be either the first, as in sign 65, or the syllable containing the most conspicuous vowel, which is generally the accented one. There are instances, however, in which it is not necessary to apply this rule. Those instances are found in words, the phonetic outlines of which are so extended that their meaning is sufficiently distinct without recourse to any especially significant position, and which are, therefore, written in the second position, the easiest position in which to write. Sign 67 in Exercise.

It may be asked what rule will determine whether sign 65 in Exercise spells *fun* or *funny*, since both words contain the same consonants, F and N. To this the author replies that each alphabetical consonant may indicate an invisible vowel after it, and there being two full-sized consonants (F and N) in *funny*, there may also be two vowels indicated, one after each consonant, as there happens to be (f u and n-e), which, vowels and consonants, spell *funny*. *Fun* would have been written with only one full sized consonant (an F), the N in *fun* being indicated in another manner, the explanation of which is reserved for future lessons.

It would be unprofitable to students were the author to take up space in the descriptive part of a lesson to presuppose instances ahead of the principles already described in the lesson. And, furthermore, such a method, in addition to being a waste of time, would have no other effect than to confuse.

It is, therefore, best for students not to worry themselves about future possibilities—wondering whether such a manner of writing a word will or will not cause confliction with other words not in the lessons, etc., etc. Better learn the lessons just as they are, reading the Exercise as the Key says, and writing words in the Key as the Exercise directs, and the student will be sure not to go astray. Remember that everything cannot be explained in one lesson, and that if students will be satisfied to take instruction as it comes, they will find all their questions answered and all their conundrums solved by the time the last lesson is reached, while most questions will solve themselves as one progresses.

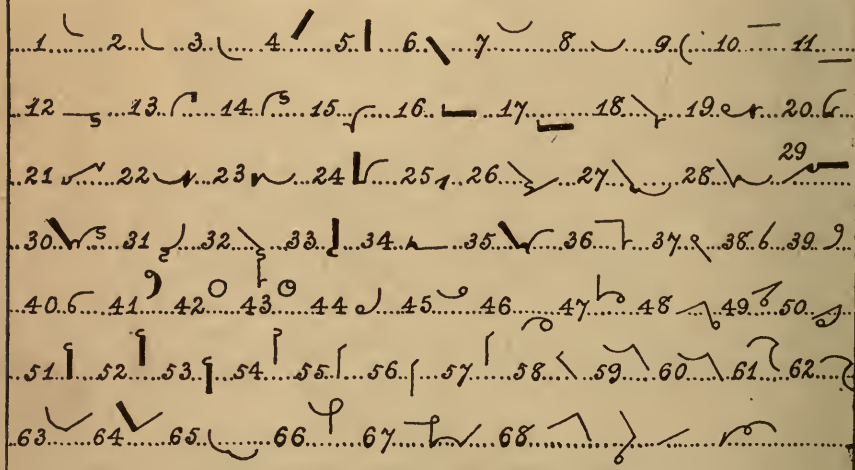
Students must expect, at first, a little difficulty in reading purely consonant outlines, but this difficulty will diminish with each lesson, and entirely disappear with practice in reading.

In sign 42 in Exercise, the big circle-Ses is written above the line for the word *cease*, and in sign 43, the small circle-s is also added inside the large circle to make *ceases*.

Additional practice in joining the circle-S and Ses is given in signs 37 to 50, inclusive. The word *necessity*, sign 65, is spelled ne-ses-te, as it is easy to read it in that shape, while such outline is easily written.

Accustom yourself to holding your pencil between the first and second fingers, and not between the thumb and first finger. The latter may be correct for ordinary penmanship, where the letters all slant in the same direction, but in shorthand the letters slant in so many ways, many of them backward and perpendicular, that to accurately write such shorthand characters it is necessary to hold the pencil as advised.

## EXERCISE IV.



## KEY IV.

1, Fee; 2, foe; 3, few; 4, joy; 5, dough; 6, bough; 7, knee; 8, know; 9, thou; 10, key; 11, cow; 12, caw; 13, low; 14, law; 15, allow; 16, ago; 17, ague; 18, payee; 19, snowy; 20, Louis; 21, Uriah; 22, Noah; 23, Owen; 24, Dale; 25, Howe; 26, Parr; 27, Pine; 28, Penn; 29, Rugg; 30, Buelah; 31, Shaw; 32, Pattie; 33, Doe; 34, Hook; 35, Boyle; 36, Katie; 37, soup; 38, chase; 39, sash; 40, sale; 41, seize; 42, cease; 43, ceases; 44, shows; 45, nice; 46, muses; 47, teams; 48, ropes; 49, reaches; 50, rushes; 51, weighed; 52, weed; 53, wooed; 54, whit; 55, hate; 56, hut; 57, hit; 58, hop; 59, nip; 60, nap; 61, myth; 62, mouth; 63, ferry; 64, berry; 65, funny; 66, necessity; 67, customary; 68, Ripe peaches are wholesome.

## LESSON V.

### THE BEGINNING HOOKS.

While the letter Way is quite correctly joined to Ing, as in sign 2 in Exercise, there is also, in some instances, a much easier and more rapid manner of joining Way or Whay to N and to some other letters. This is by running the letter Way into the letter to which it is joined, without showing point of juncture, as in signs 1, 7, 8, etc. in Exercise, forming what is known as the Way or Whay hook, it indicating the sound of Whay as well. The hook, it will be noticed, is always shaded upon the commencing stroke and accommodates itself to the shape of the main letter to which it is joined, being, therefore, joined to the full-sized letters L, M, etc. in the most convenient manner, which though in the case of L (sign 9), makes the hook somewhat resemble U, yet it will never be mistaken to be any other character than what it is, for the reason that U would not be written backwards, as the Way and Whay hook is in these cases. The *letter* Whay can also be substituted for Way, to facilitate junctures, as in signs 3 to 5 in Exercise.

This Way or Whay hook is what is known as a beginning hook, because it is placed at the beginning of outlines. There are other beginning hooks of still more value as abbreviating principles, but which, for special reasons, are best classed as double, triple and quadruple consonants. Below we explain the

DOUBLE CONSONANTS.—A small beginning hook, written on the left side of the upright and slanting straight characters, P, B, T, D, etc., and on the under side of the horizontal ones, K, Gay, etc., indicates the addition of R to the full-sized consonants to which it is joined. See signs 11, 13, 15, 17, 19, 21 and 50 in Exercise. A similar hook, also beginning outlines, but written on the upper side of horizontal and left side of upright straight characters, adds L to the full-sized consonants to which it is joined. See signs numbered 12, 14, 16, 18, 20 and 49 in Exercise. Although, in writing these combinations, which are denominated the Per and Pel series of Double Consonants, the signs are commenced at the hooks, yet, in reading them, the L or R hook, as the case may be, is read *after* the consonant to which it is joined. These combinations must not be called p-r, p-l, etc., but as one sound, Per, Pel, etc.

While these L and R hooks are comparatively easily added to straight letters, such is not entirely the case with the curved consonants. For instance, though the L hook may readily be added to Ith, as in sign 38 in Exercise, yet it would be very awkward to add an R hook to Ith. Similarly with other curves. We can add an L hook to an F, as in sign



34, but not an R hook conveniently. We can add an R hook to V, sign 36; to long S, sign 40; or to Ish, sign 42; but we cannot conveniently add an L hook to V, long S or Ish. We therefore employ this rule: Add the beginning hooks to curved letters the same way as to the straight letters, *when convenient*; when not convenient, shade the curved letters to indicate the hook instead of writing the hook. This shading would indicate the addition of R to F, Ith and L, signs 35, 39 and 44; and would add L to V or Ish, signs 37 and 43. That is, the shading indicates the hook letter that *cannot* be easily attached.

The L hook is not added to L, and it cannot be added to long-Z, nor should long-S be thickened to indicate L, because thickening long-S would make it look like a long-Z.

It will be seen, by reference to signs 52, 53 and 54, that the L is indicated to Ish in two ways, due to the fact that the sign Ish may be written either upwards or downwards in junctures with other full sized characters, though, when alone, it is only written downward. On one plan, signs 52 and 53, the hook, being a beginning one, is, of course, joined at the bottom of the letter, Ish therein being written upwards and begun at the lower end, the hook being attached the same as to K in sign 51. In the outlines in signs 52 and 53, is also another full-sized letter—Ing in 52 and F in 53—which show the direction in which the Ish is written, but, where the only full sized letter written is Ish, then it would be impossible to tell in which direction Ish is written unless we adhere to the rule to write Ish downwards always when it is written alone, and in such case we must shade Ish to indicate the addition of L, as in sign 43; also whenever Ish is written downwards, no matter how many letters we attach to it, as in *shellac*, sign 54.

The R hook is added to M and the L hook to N on the most convenient side of those two letters, which would be the same sides as they would be added to straight letters. Compare sign 45 with sign 13 in Exercise and sign 47 with sign 51. To add L to M and R to N, we thicken M or N and retain the same hooks, as in signs 46 and 48 in Exercise. This is done because, if we did not retain the hooks, the thickening of M and N would cause them to be mistaken for Mb or Mp and Ing. Therefore, the student need entertain no fear that sign 46 will ever be mistaken for Mbr, Mpr, Mbl, or sign 48 for Ingr, or Ingl, for the hooks R or L are never added to Ing, nor Emp, nor are they intended to be added to any of the small characters of the Visible Alphabet.

Signs 47, 48, 49, 51, etc., need not be, by the careful pupil, confused with Way-n, Way-ing, Way-r, etc., as the latter are written as in signs 1, 2, 7, 4, etc., with either a shaded hook or letter Way or Whay.

*Rarer*, sign 33, is simply the word *rare*, with another R added to it.

Although the Per and Pel series of double consonants should be ordinarily pronounced as though the invisible vowel E existed between the P and L or P and R, etc., yet this is done merely for the sake of appreciating the double character of their consonants, for any other vowel may, at times, occur between the P-l and P-r, etc., as with *chair*, sign 19. Furthermore, these double consonants, Per, Pel, etc., may not possess any vowel sound between them, but indicate it after them, as with sign 21, in which the invisible vowel sound Oo follows the double consonant Dr. When, however, there are two *separate* vowel sounds in a word, as in the two-syllabled word *dowry* (spelled phonographically d-ow-re), the hook R should not be employed, the consonants of the word being written out in full, as in sign 22, in order to clearly indicate the presence of two vowel sounds.

The student should particularly bear in mind that, although, in writing these Per and Pel series of double consonants, they are commenced at the hooks, yet, in reading them, the R or L hook, as the case may be, is read *after* the main consonant; therefore, in reading Shel, the second syllable in *facial*, sign 53, the full sized consonant Ish is read before the hook L, and the *hook L last*; thus, fa-shel; not fa-lish.

Below is given a table of the double consonants:

Ber	✓	✓	Bel			
Bmer	✓	✓	Bmel			
Ker	✓	✓	Kel	Mer	✓	Mel
Ger	✓	✓	Gel	Ner	✓	Nel
Per	✓	✓	Pel	Fer	✓	Fel
Ber	✓	✓	Bel	Ver	✓	Vel
Ter	✓	✓	Tel	Ther	✓	Thel
Der	✓	✓	Del	Eser	✓	
Cher	✓	✓	Chel	Sher	✓	Shel
Jer	✓	✓	Jel	Ler	✓	

TRIPLE AND QUADRUPLE CONSONANTS.—The time-saving principle of double consonants has just been explained; but there are two still greater consonant combinations, known as triple and quadruple series.

The triple series is of two kinds—the Pler and Prel series and the Sper and Spel series, both of which are illustrated at top of next page.

Rler			Rrel	Srer			Srel
Rmler			Rmrel	Srmer			Srmel
Kler			Krel	Sker			Skel
Gler			Grel	Sger			Sgel
Pler			Prel	Sper			Spel
Bler			Brel	Sber			Sbel
Tler			Trel	Ster			Stel
Dler			Drel	Sder			Sdel
Chler			Chrel	Scher			Scher
Jler			Jrel	Sjer			Sjel
Fler			Frel	Sfer			Sfel
Vler			Vrel	Sver			Svel
Thler			Threl	Sther			Sthel
Shler			Shrel	Ssher			Sshel
Mler			Mrel	Smer			Smel
Nler			Nrel	Sner			Snel



























The above Pler and Prel series of triple consonants are made by enlarging the hooks of the Per and Pel series of double consonants. See signs 23 to 32 inclusive in Exercise. This is merely the adding of both beginning hooks R and L on *same* side of the letter at one time. The written hook itself remains the R hook or L hook according to which side it is on, the other hook being read between the the full sized letter and the hook, the fact that the written hook is far away from the full sized letter, indicating the insertion of the invisible hook. Pronounce the full sized letter first, invisible consonant next, and written hook last.

The Sper and Spel series of triple consonants in foregoing plate is formed by converting into a circle the R hook of the *straight* letters of the Per and Pel series of double consonants (signs 55, 58 and 59 inclusive); by writing the S circle inside the L hook of the straight letters of the Per and Pel series of double consonants (signs 56, 57 and 60) and inside both the L and R hooks of the *curved* letters, Signs 63, 65 and 66 inclusive. Where curved letters are only shaded to add L or R, the circle S is added naturally, as in signs 61, 62 and 64.








Sper, Sjer, Sker, etc., (signs 55, 58 and 59), will not clash with Sp, Sj, Sk, etc.; because in Sper, Sjer, Sker, etc., the circle is written on the left and lower sides of the main consonant to add R, while in the latter, the circle S is on its natural side. Compare signs 55, 58 and 59 of this lesson with 29, 31 and 23 of Exercise to Lesson III.

The quadruple series of consonants, like the triple, are of two kinds, the Spler and Sprel series and the Sesper series.

The Spler and Sprel series are formed by adding a circle S inside the hook of the Pler and Prel series of double consonants. See signs 67 to 71 inclusive and the following diagram:

Srler			Srrel		
Srmler			Srmlrel		
Skler			Skrel	Smler	
Sgler			Sgrel	Snler	
Spler			Sprel	Sfler	
Sbler			Sbrel	Svler	
Stler			Strel	Sthler	
Sdler			Sdrel		
Schler			Schrel	Sshler	
Sjler			Sjrel		

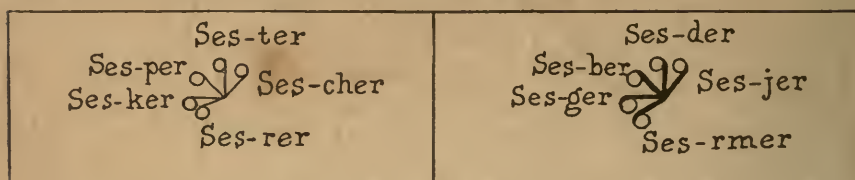
In the cut below, we illustrate the beginning hooks from double to quadruple series, so that the student may intelligently compare them:

Ter		Tler		Tel		Trel	
Ker		Cher		Kel		Chel	
Rer		Rler		Rel		Rrel	
Ster		Spler		Stel		Strel	
Sker		Scher		Skel		Schel	
Srer		Srler		Srel		Srrel	

The Sesper series of quadruple consonants are formed by converting into a large sized circle the R hook of the straight letters of the Per series of double consonants. The circle is written twice the size of the



circle S, and is really the Ses circle written upon the R hook side of the double consonants, as per diagram below:



The Sesper circle cannot be added to the curved letters F, V, etc., and therefore, when used, will never be mistaken for Ses-p, Ses-t, etc., because, as with the preceding explanation of the difference between Sper and Sp, the double consonants Sesper, Sester, etc., are written on the reverse side of the P, T, etc., to that occupied by Sesp, etc. Sign 77.

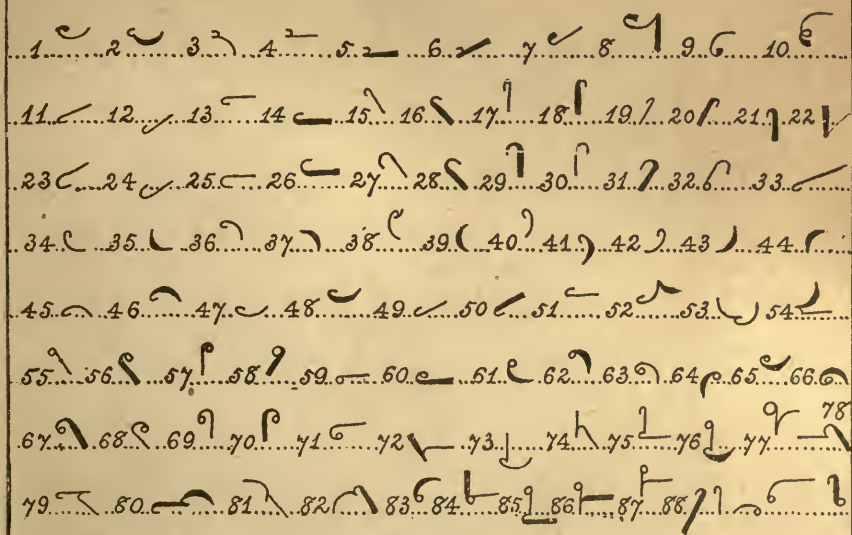
In *writing* these triple and quadruple consonants, they are always commenced at the circle, when it accompanies them, and at the hook when the combinations have no commencing circle. In *reading* the latter class (the Pler and Prel series) the main consonant is read first, *ler* or *rel* last, as with the R and L hooks in the Per and Pel series of double consonants; but, in reading all combinations beginning with a circle (the Sper and Spel, Spler and Sprel series) the circle S or Ses is read first, the main consonants P, B, etc., next, and the hook or other letter of the combination last. This explanation refers only to *consonants*. Invisible vowels may intervene between any consonants, as in *settle* (sign 57), wherein an invisible vowel is indicated between the S and T of Stel, in which case S is read first, invisible vowel E next and Tel last. No invisible vowel, however, can be indicated preceding the circle S or Ses, because, as explained in Lesson III, the long sign for S, as in the Visible Alphabet, is written when it is desired to indicate an invisible vowel preceding S or Z, when S or Z begin outlines.

In further explanation of the use of these triple and quadruple consonants, it is necessary to state that not only may an invisible vowel exist between any two consonants of these combinations, as with *settle* above instanced, but *any* vowel may be indicated, as in *sprawl* (sign 68), and, furthermore, as many invisible vowels may exist between the consonants as there are consonants to read them between, as instance the case of quadruple consonant Skler, which, in the position represented in the Exercise (sign 71) spells *secular*, thereby indicating an invisible vowel between the S and K, one between K and L, and one between L and R. It is best not to bother about vowels in this lesson. Learn the words without question, as shown in the Key, so long as the consonant

combinations are well understood. The vowel sounds will be found to take care of themselves as you progress.

There are instances, as in signs 86 and 87, *straggler* and *stickler*, where the full form of hooks cannot be written, but signs thus slighted will be quite easily read by the student after becoming somewhat acquainted with them. Do not suppose, however, that sign 84 is similarly slighted, for the word *descry* is perfectly formed, thus: d-skr-i, *descry*.

## EXERCISE V.



## KEY V.









































1, Wan; 2, wing; 3, wave; 4, week; 5, wag; 6, warm; 7, wire; 8, windy; 9, whale; 10, whistle; 11, rare; 12, rule; 13, cry; 14, goal; 15, pry; 16, blow; 17, try; 18, deal; 19, chair; 20, jail; 21, drew; 22, dowry; 23, roller; 24, rural; 25, collar; 26, girl; 27, pillar; 28, barrel; 29, dealer; 30, trial; 31, jailer; 32, Charles; 33, rarer; 34, fall; 35, fare; 36, veer; 37, vale; 38, Ethel; 39, their; 40, icer; 41, user; 42, share; 43, shawl; 44, lore; 45, more; 46, mill; 47, nail; 48, near; 49, rail; 50, armor; 51, kill; 52, shilling; 53, facial; 54, shellac; 55, spree; 56, sable; 57, settle; 58, sieger; 59, soaker; 60, saggle; 61, safer; 62, civil; 63, savor; 64, slur; 65, sinner; 66, small; 67, sabler; 68, sprawl; 69, settler; 70, sidereal; 71, secular; 72, buckler; 73, tunnel; 74, tippler; 75, treacle; 76, strainer; 77, sisterly; 78, cobbler; 79, corporal; 80, grammar; 81, viper; 82, labor; 83, leers; 84, descry; 85, straggler; 86, straggler; 87, stickler; 88, George tore May's silk dress.

## LESSON VI.

### FINAL HOOKS.

A small *final* hook, written on the right-hand side of upright and slanting straight characters, and on the upper side of horizontal ones, represents the addition of either F or V. Signs 1, 3, 5, 7 and 9, in Exercise. S or Z may be added to this hook by writing the circle within the hook. Signs 13, 15, 17, etc. This F or V hook is not intended to be added to the curved letters F, V, etc., although some writers use a small shaded final hook on curves to represent F or V, as in signs 41 and 46.

A similarly sized *final* hook, written on the left-hand side of upright and slanting straight letters, on the lower side of horizontal ones, and added in the most convenient manner to curved letters, represents the addition of N. Signs 2, 4, 6, 8 and 37 in Exercise. The S or Z circle is added to this hook, on curved letters, by writing the circle within the hook (signs 40, 43 and 50); and to the straight consonants, by converting the N hook into a complete circle (signs 14, 16, 18, 20 and 22), in a manner similar to that by which S is added to Per in Lesson V. This conversion of the N hook into a circle, forms what is called the Ns circle, which need not be mistaken for the plain circle S, because the original circle S is written on the right hand side of straight, upright, and the upper side of horizontal characters. The following cut illustrates these hooks exactly and also the manner in which the S and Ns circles are added to them.

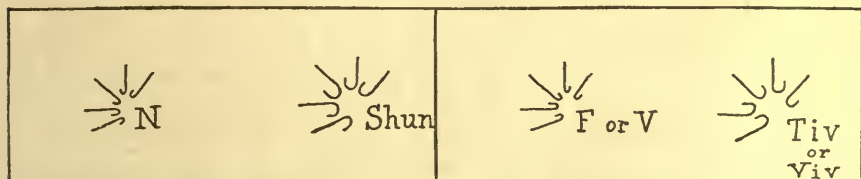
R-n			R-ns	R- $\frac{f}{v}$			R- $\frac{fs}{vs}$
Rm-n			Rm-ns	Rm- $\frac{f}{v}$			Rm- $\frac{fs}{vs}$
K-n			K-ns	K- $\frac{f}{v}$			K- $\frac{fs}{vs}$
Gay-n			Gay-ns	Gay- $\frac{f}{v}$			Gay- $\frac{fs}{vs}$
P-n			P-ns	P- $\frac{f}{v}$			P- $\frac{fs}{vs}$
B-n			B-ns	B- $\frac{f}{v}$			B- $\frac{fs}{vs}$
T-n			T-ns	T- $\frac{f}{v}$			T- $\frac{fs}{vs}$
D-n			D-ns	D- $\frac{f}{v}$			D- $\frac{fs}{vs}$
Ch-n			Ch-ns	Ch- $\frac{f}{v}$			Ch- $\frac{fs}{vs}$
J-n			J-ns	J- $\frac{f}{v}$			J- $\frac{fs}{vs}$

The Ns circle may be enlarged to represent the sounds of Nses or

Nzes, signs 51, 53, etc, the Nses circle really being a Ses circle written on the N hook side. Neither the Ns circle nor the Nses circle are ever added to curved letters.

A large sized final hook, written on the same side of full sized consonants as that to which the F or V hook is added, represents the addition of the sounds Vive, Viv or Tiv. Signs 26, 28 and 30 in Exercise. The Tiv hook, like the V hook, is not intended to be added to curved letters, but some writers use a large shaded final hook on curves to indicate Tiv, as in sign 48. The objection to these shaded final hooks is that generally they have to be written backwards and as it is often hard to form them, it is quite as easy to write the V or Tiv in full.

A large final hook, written on the same side of full sized consonants as that on which the N hook is written, represents the addition of the sound Shun, as heard in the words represented by signs 25, 27, 29 and 31 in Exercise. By consulting below diagrams, it will be seen that the Shun hook is an enlarged N hook, the letter N being the last sound in Shun. Similarly, the Tiv hook is an enlarged V hook, the sound of V being the terminating sound of Tiv.



Some phonographers write the Shun and Tiv hooks transposed, but this is very inadvisable, for many reasons. For instance, by writing the Shun hook on the under side of K, the word *affectionate* (sign 104) is very easily written, but write the Shun hook on the reverse side and the student will find that he can write as far as the sound Shun in the word, but when he attempts to add the final syllable *ate*, his Shun will be spoiled entirely. This will never happen in writing the syllables Shun or Tiv in the positions prescribed in these lessons. The only syllables which are most likely to follow Tiv are *ly* or *ness*, the latter being easily added in either case and the former (*ly*) being easily added to Tiv only when Tiv is written upon the side prescribed in this lesson. See sign 102 in Exercise. Then again, it is much more reasonable to suppose that Tiv, containing a V sound, should be written on the same side as the V hook, and the syllable Shun, containing an N sound, should be written on the same side as an N hook, an arrangement which is also a great aid to the memory.



The circle S or Z is added to both the Shun and Tiv hooks, by enclosing the circle S or Z within the hooks in the manner illustrated by signs 24 and 44 in Exercise. In adding the circle to these large hooks, care should be taken that this addition does not crowd those large hooks into a resemblance to the smaller F or V or N hooks. This is easily avoided by making the large hooks somewhat larger, when adding the circle, than ordinary. The following schedule, which shows how the Shun and Tiv hooks are added to straight letters, gives the proper sizes for the hooks, with or without the circle S.

R-shun			R-shuns	R-tiv			R-tivs
Rm-shun			Rm-shuns	Rm-tiv			Rm-tivs
K-shun			K-shuns	K-tiv			K-tivs
Gay-shun			Gay-shuns	Gay-tiv			Gay-tivs
P-shun			P-shuns	P-tiv			P-tivs
B-shun			B-shuns	B-tiv			B-tivs
T-shun			T-shuns	T-tiv			T-tivs
D-shun			D-shuns	D-tiv			D-tivs
Ch-shun			Ch-shuns	Ch-tiv			Ch-tivs
J-shun			J-shuns	J-tiv			J-tivs

Below we give a table showing how the hooks are added to curved letters:

F-n			F-ns	F-shun			F-shuns
V-n			V-ns	V-shun			V-shuns
Th-n			Th-ns	Th-shun			Th-shuns
Sh-n			Sh-ns	Sh-shun			Sh-shuns
L-n			L-ns	L-shun			L-shuns
M-n			M-ns	M-shun			M-shuns
M <sup>b</sup> <sub>p</sub> -n			M <sup>b</sup> <sub>p</sub> -ns	M <sup>b</sup> <sub>p</sub> -shun			M <sup>b</sup> <sub>p</sub> -shuns
N-n			N-ns	N-shun			N-shuns
Ng-n			Ng-ns	Ng-shun			Ng-shuns

In sign 49 of this Exercise, the N hook of the word *shown* is appar-

ently written identically the same as the L hook in the word *facial*, sign 53 in Lesson V. This resemblance, however, is only a seeming one. The L hook, when added to Ish, should never be mistaken for an N hook, for the following reasons: First, when L and Ish are the only consonants in a word, the L hook is not made use of, Ish being shaded to represent the L in words of one syllable, as in sign 43 in Lesson V, or written full sized in words of two syllables. Second, the Ish in signs 52 and 53, Lesson V, is written upwards, and, therefore, the hook attached to it must be a beginning hook, for, were it a final hook, the Ish being written upwards, the hook would be written on the upper end. Third, the hook in signs 52 and 53, Lesson V, being a beginning hook, it could not be N, for N is a final hook. Fourth, the L hook never being added to Ish, unless some other consonant is contained in the combination, and the R hook being added to Ish only as in sign 42, Lesson V, therefore, the hook in sign 49, this Exercise, must be a final hook, and being a small final hook must be N, for F and V hooks are seldom added to curved letters, and are then shaded, which is not the case with the hook in sign 49, this Exercise.

In Lesson IV, promise was made that a rule would be given which would determine the difference between the words *fun* and *funny*, and other similar words in which N is the final consonant. The instruction now presented has prepared the student for this explanation, the second paragraph of this lesson directly providing for the distinction. In other words, *fun* and words terminating with the letter N, are written with the use of the hook N (sign 34), while words ending with the syllable *ny* are written with the Visible Alphabet sign for N, the final vowel sound thus, by this distinction in outline, being indicated invisibly, as in sign 65 of Lesson IV. Compare also, in this lesson's Exercise, signs 5 and 8 with 11 and 12. In sign 23, the concluding vowel sound is written, because *China* is a proper name.

Just as the beginning hook in the word *stickler*, sign 87 of last lesson, was slighted to make a juncture, so can the final Tiv or Shun hooks be slighted when necessary, as in sign 33 in Exercise to this lesson.

The sounds of Sesshun or Sisshun, as heard in the words *possession*, *decision*, etc., are nicely represented by continuing the circle S, when added to full sized consonants, into a hook, as in signs 55 and 56. The Ns circle, continued into the same kind of a hook, may similarly represent the sound of Ensisshun, as heard in the word *transition*, sign 57. An additional circle S is added to these hooks, as in sign 58. The Ns circle may occasionally be continued over to add a final sound of N,

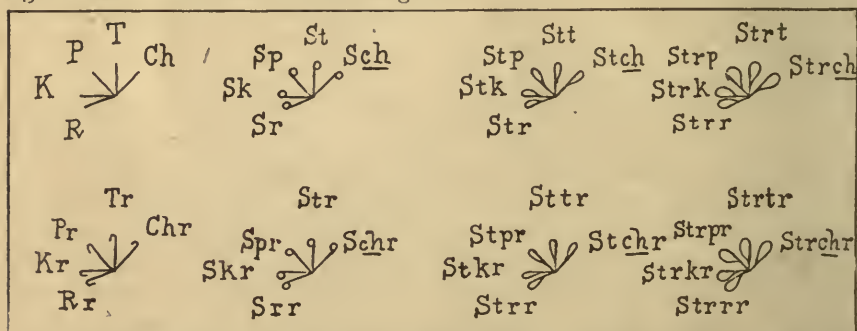
as in signs 60 and 61, where the circle and hook read as N-sn, without clashing with the Ensishun hook.

### THE ST AND STR LOOPS.

A narrow loop, half the length of a full sized consonant and written on the same side of consonant as the circle S or Z is written upon, represents the addition of St or Sd to the main consonant. Signs 62 to 70.

A larger loop adds Str. Signs 71, 72, 75, 76, 84, etc.

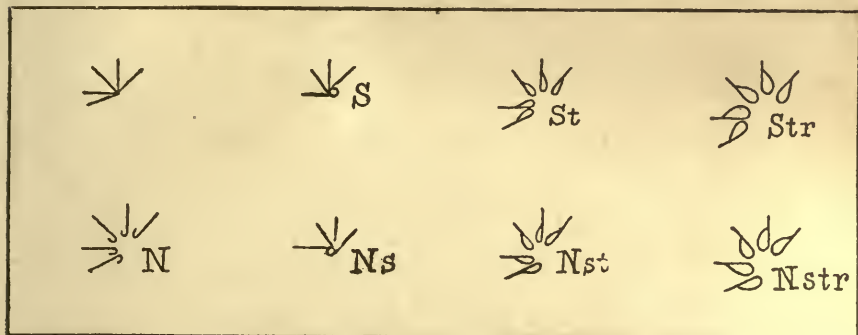
When these loops are added on the R hook side of P, B, etc., the P or B become double consonants, just as though the R hook was actually there, the P or B being pronounced Per, Ber, etc., as the case may be, the St or Str loop being read first, as in signs 83 and 85 (St-per, Str-per) *stopper*, *strop*. A comparison of sign 82 with sign 83 and sign 84 with sign 85 will show their difference of outline and individual significance. See also below diagram:



Young students in this art of winged words sometimes are at a loss to understand why phonographers indicate the addition of R to St, by writing St on the R side of P, B, etc., when, as they think, that unnecessary trouble might be obviated by the use of the Str loop, which contains R without special assignment of position. The reason this question is very generally asked is because a student does not always immediately grasp the particular use of, and difference between those combinations. Let us look carefully at the two signs 83 and 84. Truly the loop of both signs indicate the same consonants. But let us investigate farther. Let us take the entire word of each sign. The first is *stopper*, the other *strop*. Now analyze them phonographically, leaving out vowels and repeated consonants, and we find their outlines to be—sign 83, st-pr; sign 84, str p. Looking at these analyses, we discover that the R in sign 84 precedes the letter P, while in sign 83 it follows the P. This, then, is the sole secret of their difference in outline. You could not spell *stopper* by writing an Str loop on the right hand side of letter P,

because loops on that side are read *before* the letter to which they are joined, and you could not spell *strop* by writing the St loop on the R hook side of P, because in such instance where an R is indicated only in that manner, the R is read after the P. The diagram on opposite page illustrates these differences very clearly:

When the St or Str loops terminate a word, the letter N may be indicated in a manner similar to the foregoing indication of the letter R. It is done by writing the St or Str loop, as the case may be, on the N hook side of a letter, thereby clearly indicating N without writing it. Compare signs 86 with 87 and 88 with 89. This is on the same principle as the Ns circle, which sort of terminations are illustrated below:



As will be seen in Exercise, the St and Str loops are added either beginning or ending a word, and in some combinations may easily be employed in the middle of a word. See sign 100.

When the circle S is the last consonant of a word, and is immediately preceded by the loop St, Sd or Str, the circle S may be added to those letters, as in signs 91 and 92. The St and Str loops are added to the curved letters on the most convenient side, in the same manner as the circle S is added. Signs 72, 77, 93, etc.

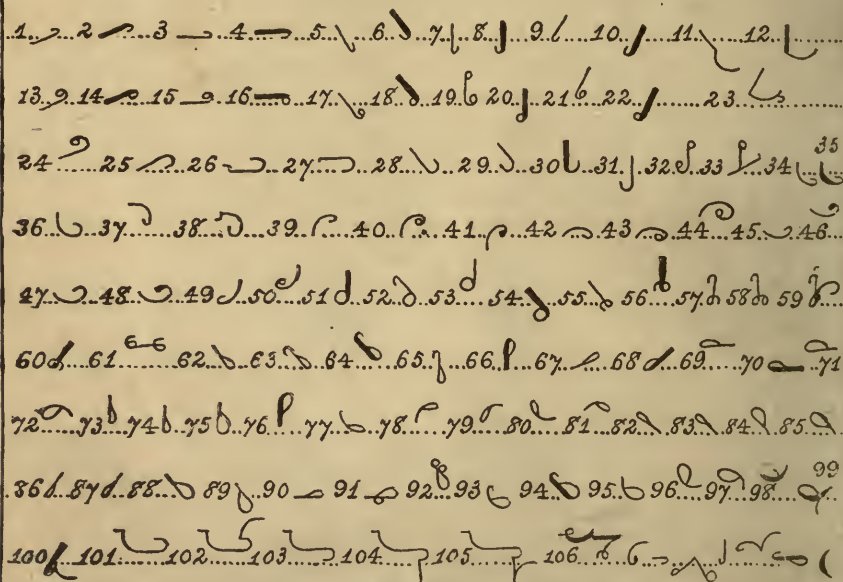
The word *lesson* is written downwards in sign 106, where the words *a single lesson*, are joined together. This joining is called phrasing and is fully explained in other lessons. When *lesson* is written alone, it must be written upwards, because L is written upwards when alone.

The word *ten* in sign 106 is written on the line, because it is a frequently occurring word and may be easily read in that position, which is the fastest position in which to write.

This ignoring of position-vocalization to place words in the position in which they may be most easily read is a principle which students had best not apply to words not explained in these lessons.



# EXERCISE VI.



## KEY VI.

1, roof; 2, remain; 3, cave; 4, gain; 5, puff; 6, bone; 7, tough; 8, down; 9, chaff; 10, June; 11, puffy; 12, downy; 13, roofs; 14, remains; 15, caves; 16, gains; 17, puffs; 18, bones; 19, staffs; 20, downs; 21, chiefs; 22, Junes; 23, China; 24, revives; 25, ration; 26, active; 27, caution; 28, po-tive; 29, potion; 30, dative; 31, tuition; 32, stations; 33, stationary; 34, fun; 35, frown; 36, fashion; 37, vine; 38, evasion; 39, loan; 40, loans; 41, love; 42, man; 43, man's; 44, missions; 45, known; 46, knife; 47, nation; 48, native; 49, shown; 50, shines; 51, dances; 52, prances; 53, tenses; 54, bounces; 55, possession; 56, decision; 57, transition; 58, transitions; 59, translation; 60, Johnson; 61, Wisconsin; 62, post; 63, praised; 64, blest; 65, trust; 66, staid; 67, roast; 68, storm; 69, stick; 70, stag; 71, streak; 72, stream; 73, test; 74, toast; 75, toaster; 76, stride; 77, fast; 78, list; 79, steel; 80, stiff; 81, mist; 82, stop; 83, stopper; 84, strop; 85, stropper; 86, chaste; 87, chanced; 88, poster; 89, punster; 90, coast; 91, coasters; 92, spinsters; 93, fluster; 94, bolster; 95, faster; 96, strife; 97, strive; 98, string; 99, strangle; 100, justify; 101, affective; 102, affectively; 103, affection; 104, affectionate; 105, affectionately; 106, A single lesson well conned surpasses ten merely glanced through.

## LESSON VII.

### THE HALVING PRINCIPLE.

T and D occur so frequently in words of daily use, and the representation of those letters, by writing their full phonographic outlines, is often so cumbrous, that a shorter way of expressing their sounds was devised early in the history of phonography. It is done by halving the consonant which immediately precedes T or D, and is termed the Halving Principle. Therefore, all full-sized consonants, whether simple or compound, excepting Ing and Emb or Emp, when halved, express the addition of either T or D. Signs 1 to 41 in Exercise.

Ing nor Emb and Emp, not being halved, when the sound D is required to be added to the light strokes of M and N, those letters should also be made heavy, besides being halved. Signs 9 and 10. When the sound of the letter T is required to be added, the signs should remain slight. Signs 8 and 11.

Always write the light stroke L-t (sign 6) upwards, and the heavy stroke L-r-d (sign 7) downwards.

A halved S is sometimes more conveniently stricken upwards than downwards, as in sign 59.

In making use of the half-length consonants, care should be taken that such use does not become an abuse. For instance, while the word *might* may be rightly written as in sign 11 in Exercise, *mighty* must be written as in sign 12, because, though both words possess the same phonographic consonants (M and T), yet there is a concluding vowel sound in *mighty* which renders it a necessity, for complete pronunciation and vocalization, that the extended form be employed. This rule applies to all words terminating with a vowel sound.

T or D are added after N or V hooks, by shortening the main consonant to which the hook in question occurs, as in signs 14, 27, 31, 32, 43 and 57. This is really equivalent to shortening the entire sign.

In signs 42 and 43 the hook V is made in the most convenient shape. It will not, so made, clash with any other hook.

### CONSONANTS OF DOUBLE AND TRIPLE SIZE.

To express the addition of the sounds *ter*, *der*, *cher* and *ther*, full sized consonants are made twice their usual length. Signs 69 to 90 in Exercise. This principle is also taken advantage of by experienced phonographers to represent the addition of the words *their* and *there*. This doubling principle may also be employed to add the sounds of *ker* and *ger* to Ing, and the sounds of *per* and *ber* to M. Signs 99 to 103. In applying this doubling principle to the heavy consonants B, D,

etc., as in such words as *debtor*, be careful, throughout the entire length of the double letter, to preserve the heavy stroke, as in sign 70, in order that it may not be taken for the word *deity*, sign 71.

When, in a sentence, any of the syllables *ter*, *der*, *cher* or *ther* is immediately followed by either of the words *their* or *there*, the syllable and word may be sometimes together represented by tripling the preceding consonant, as in signs 91, 93, 95, 97 and 98. This principle of doubling and tripling Consonants is, of course, not applicable to any of the small letters of the Visible Alphabet, excepting Way and Whay, it being applied to those last named letters in the manner shown by signs 87 to 91 in Exercise. Consonants, when made double and triple size, indicate the invisible vowel by the first half of their outline, the vowel O of the word *bol der* being shown by the position of the first half of sign 69, the position of the second half of that outline taking no part in invisible vowel indication.

### INVISIBLE INDICATION OF PRECEDING VOWELS.

In one of the paragraphs of Lesson III, the necessity for economy in word outline is incidently referred to, the word *lass* being used in illustration. By reference to the paragraph in question, it will be seen that the student is directed to spell *lass* and kindred words that end in double S, with a single S, thus: l a-s, *lass*. This exercise of economy in the use of the consonants is still more essential in words of more than one syllable, the young phonographer having most need for caution in those words in which the same consonants occur together in the ordinary spelling, as *ll* in *illiberal*, *rr* in *irregular*, etc., etc. Young phonographers are very prone to write *illiberal* with two commencing phonographic L's, when one commencing L is sufficient— *illiberal*, *irregular*, *immoral* and kindred words being divided into phonographic sound syllables, thus: short-i and li-brel for *illiberal*; short-i and re-glar for *irregular*; short-i and mrl for *immoral*. In other words, there are exactly the same consonant sounds in *immoral* and such words as there are in *moral*, etc.— that is, m-r-l—the only difference being the commencing short-i; therefore *moral* and *immoral* should have the same consonant outline in shorthand, *illiberal* the same consonant outline as *liberal*, etc., etc.; the distinction between them being made by placing the word commencing with the short-i *above* the line of writing, as in signs 105, 107 and 109 in Exercise, the words *moral*, *regular* and *liberal* being placed on the line of writing, independent of their vowel sounds, they being words not needing invisible vowel indication, but needing to be in easiest position.

This brings us to the subject introduced by the heading to this por-

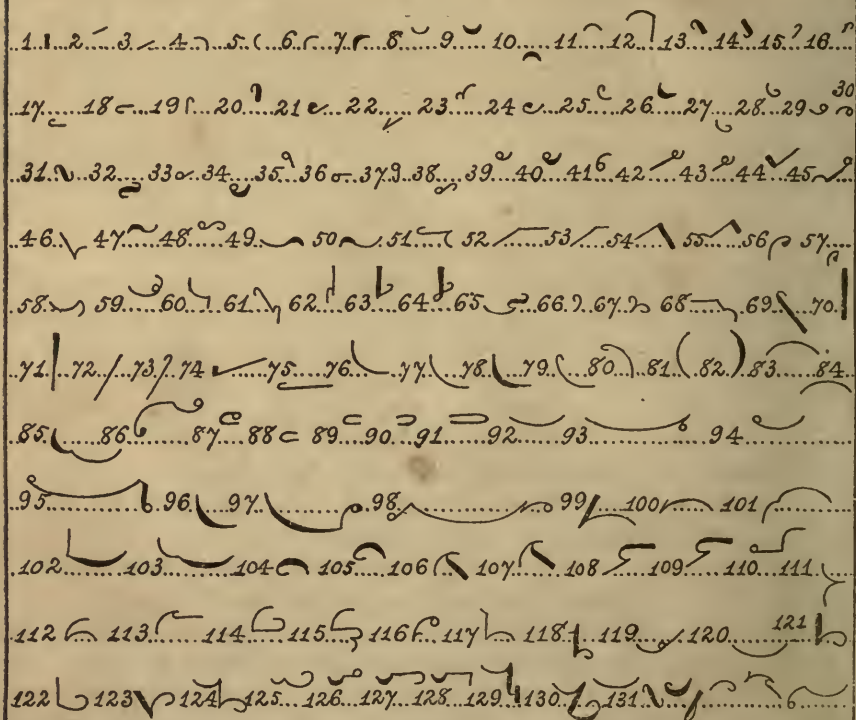
tion of the lesson—the Invisible Indication of Preceding Vowels—the preceding vowel, in the case of such words as *immoral*, *irregular*, etc., being indicated by placing the outline in the first position, above the line. This is for one class of words having a commencing vowel. Another class, whose commencing vowel is followed by the sound of S, we indicate that commencing vowel by writing the long S, as in sign 22, in Lesson III. If the commencing vowel should be immediately followed by the sound of L, we can indicate that preceding vowel by writing L downwards, as in signs 112, 114, 115, in this Exercise, as could also be done in the case of sign 107, if the student prefers, though in sign 107 it is not necessary, for the rule for *ll* applies there. The writing of L downwards to indicate a vowel preceding it, applies also to syllables which are not the first syllables of a word. For instance, the syllable *el* of *fuel*, contains a vowel preceding the letter L of *el*, and therefore the L in that outline is written downwards. Sign 111 in this Exercise. Wherever a vowel follows L, write L upwards, as in signs 110 and 113. A vowel preceding S is indicated, as explained in Lesson III, by writing the S of the Invisible Alphabet, as in the word *ask*, sign 22 in Lesson III, above referred to, and as in signs 66 and 67 of this lesson.

Occasionally, a commencing vowel may be indicated by what is known as the fourth position—i, e., writing the first consonant of the word in question just under and touching the line of writing, as in signs 119 and 120. This position represents any commencing vowel, it being used only when the character of the vowel itself is not important, the writer merely needing to know that there is a preceding vowel to be able to read the outline. It is best not to use this plan excepting where the word has also a conspicuous third-place vowel elsewhere in its sound. The author does not particularly commend this fourth position plan; and, in fact, rather than hesitate between rules, the author would remind students that they can always use visible vowels to words commencing with a vowel, when they so desire, and it is often quite as convenient, as in signs 116, 117 and 118, though there are many occasions where the consonant outline alone is so plain that a beginning vowel does not need indication, as in such words as *admission* and *attention*, signs 121 and 122.

This matter of indicating an invisible beginning vowel is, after all, one which students of all methods of phonography must regulate for themselves. Some will find nearly all outlines perfectly legible without indicating invisible preceding vowels, while others who do not possess quite as good a memory of sight may need to make such indications frequently. Above rules, however, apply to all cases.



## EXERCISE VII.



## KEY VII.

1, Date; 2, write; 3, rate; 4, vote; 5, that; 6, late; 7, Lord; 8, night;  
 9, need; 10, mud; 11, might; 12, mighty; 13, bright; 14, bind; 15, cheered;  
 16, child; 17, cloud; 18, court; 19, told; 20, dread; 21, ward; 22, hurt; 23,  
 yield; 24, wont; 25, flight; 26, fright; 27, found; 28, find; 29, notes; 30,  
 mates; 31, braved; 32, grooved; 33, sort; 34, sound; 35, sprite; 36, sacred;  
 37, strained; 38, surround; 39, sent; 40, send; 41, slight; 42, receive; 43,  
 received; 44, better; 45, mattress; 46, pullet; 47, midnight; 48, sentiment;  
 49, named; 50, maiden; 51, clothed; 52, rock; 53, rocked; 54, rib; 55, rib-  
 bed; 56, love; 57, loved; 58, knowest; 59, nicest; 60, fitted; 61, portrait;  
 62, titled; 63, derived; 64, deserved; 65, engraved; 66, assort; 67, assort-  
 ment; 68, captivate; 69, bolder; 70, debtor; 71, diety; 72, chatter; 73, char-  
 ter; 74, order; 75, culture; 76, fitter; 77, father; 78, farther; 79, falter; 80,  
 verdure; 81, thither; 82, zither; 83, meter; 84, mother; 85, furniture; 86,  
 wilderness; 87, sweeter; 88, water; 89, weather; 90, whether; 91, whethei

their; 92, enter; 93, enter their house; 94, center; 95, center their ideas; 96, further; 97, further their laws; 98, surrender their homes; 99, jumper; 100, hamper; 101, lumber; 102, tinker; 103, finger; 104, moral; 105, immoral; 106, liberal; 107, illiberal; 108, regular; 109, irregular; 110, sickly; 111, fuel; 112, alum; 113, likely; 114, elective; 115, elocutionist; 116, else; 117, item; 118, Edmund; 119, answer; 120, another; 121, admission; 122, attention; 123, ablution; 124, intimation; 125, intention; 126, indicates; 127, indication; 128, indicated; 129, undivided; 130, injunction; 131, Neither brave nor just men employ slander.

## LESSON VIII.

There are a small number of brief words in our language, mostly one-syllabled, whose frequent occurrence and consequent rapid utterance precludes the possibility of writing them, even phonetically, as fast as they can be spoken. To provide for such emergencies, all methods of shorthand writing employ brief arbitrary characters called Word-Signs, some phonographies containing long lists of them. But, because of a better construction of principles, Haven's Practical Phonography requires only fifteen such arbitrary characters, all of which are contained in the following list:

THE WORD-SIGNS.	
Of	All
To	Two
Or	Too
But	Already
The	Before
On	Ought
An	Who
	Whom

The above list of word-signs, being entirely arbitrary, students must not expect to find in them any element of previously explained principles—that is, they must neither expect them to agree in position with their vowel sounds nor their outline to be composed of any portion of the consonants of the words they represent, the instances in which previously explained principles will be recognized being very few.

Commit the list of word-signs thoroughly to memory in the manner described for memorizing the Visible Alphabet and repeatedly test your ability to write the proper signs without referring to the list. In the list of word-signs, the signs are placed beneath, on or over dotted lines. These dotted lines must not be mistaken to be a part of any of the signs. The dotted lines are supposed to be the lines of the paper on which one is writing, and are merely placed there, as in the Exercises of these lessons, to show that the same word-sign, in order to represent different words, is sometimes written on, above or under the line, as in the case of the indication of invisible vowels. Thus, students find that, in phonography, words are sometimes denoted by position in the same manner that a vowel sound of a word is generally indicated by the position of a consonant.

No difficulty need be apprehended in regard to deciphering such signs when met with in regular sentences. They will never be mistaken for halved characters, nor for any of the small letters of the Visible Alphabet, which they may seem to resemble, as their uses are entirely different. They are not in same positions when written alone, and when used in sentences words preceding or following them are always perfect keys to them. It is well, however, to explain clearly their particular uses.

In the list of word-signs there is one representing the article *the*. It is the fifth one of the light outlines presented in the list. Particular attention is called to that sign because it looks like the letter Hay, and because, for that reason, it must always be written in a particular direction, that is, *upwards*, from left to right. As the outline stands alone in the list, the student may suppose that it does not matter in which direction it is written, and if it were always written alone in actual use it would not matter; but even if it be but occasionally joined and then joined upwards, as is the case, it would be better to write the sign upwards even when written alone, in order to form the habit, for very rapid writing is greatly a matter of habit. And, as it is particularly necessary, both for the purpose of speed and for legibility, that this sign for *the* be written *always* joined when possible, it will be understood how important it is at the outset to form the habit of writing the sign for *the* upward.

The main object, in fact, of all the fifteen word-signs in Haven's Practical Phonography, is to facilitate junctures with each other, forming a principle of phrasing—viz, writing two or more words connectedly without lifting the pen—a principle which means a great deal in point of

speed in writing shorthand and can be made an efficient aid to reading one's notes if the simple directions in regard to junctures are carefully observed.

Commencing with sign 1 in Exercise, some three lines of said Exercise will be seen to be devoted to illustrations of how these fifteen word-signs are joined into beautiful little phrases, which, by their brevity, give much speed, and, because of the fact that they look nothing like anything but what they mean, are also an important aid to legibility. By looking carefully at these first three lines of our Exercise, it will be noticed that the word-signs are joined to other characters. For instance, in sign 1, the word-sign for *of* has the letter *a* joined to it, the juncture forming the phrase *of a*. In sign 4 the word *he* is joined to the word-sign for *all*, the word *he* being expressed by the letter Hay, the combination making the phrase *all he*. In sign 6 *and* is joined to *all*, the word *and* being expressed by the & or Ai of our Visible Alphabet, the phrase thus formed representing *all and*. In sign 12, the personal pronoun *I* is joined to the word-sign for *or*, making the phrase *or I*.

Thus, by these four instances just noted, we have introduced the four words, *I*, *he*, *a* and *and* into the phrases, these four words not being needed in any list because *a*, *I* and *and* were given in the Alphabet in Lesson II, and the word *he* is, of course, naturally spelled with the letter Hay of the alphabet. In the same manner as the word *he* is spelled, we can also spell the words *we* and *you*, the word *we* being spelled with the letter Way, and *you* by either of the signs for U or short-u of the Visible Alphabet, according to whichever of those two signs of U joins easiest. This gives us six words which we can join to these word-signs, and a peculiarity of all six is that they are attachable in any position, those six words when joined taking the position occupied by the other words to which they are joined. This is also the case with the word-sign for *an* and the word-sign for *the* of our list, so that those eight words, namely, the conjunction *and*, the articles *a*, *an* and *the*, and the four pronouns *I*, *he*, *we* and *you*, should always when possible be joined to other words in the sentences in which they occur, and they may be joined in any position, remember.

In the list of word-signs, the sign for *the* is placed on the line, and the sign for *an* is placed under the line, but those positions are intended only for instances where it might be impossible to make a juncture, and where those words would have to be written alone, in which seldom-occurring instances, to read them, it is necessary they should have their own positions. They should always be joined when possible, in which



cases position does not need to be observed. Now, while position does not need to be observed in those eight words above-named when joined to other words, yet there are three words whose particular direction of writing must be observed, and these simple rules here given, if observed strictly, will make them always clear in their meaning, where a violation of the rule would cause uncertainty. The three words referred to are *the*, *he* and *I*.

If the sign for *the* be always written upwards in junctures and *he* always written downwards, notwithstanding they are both the same sign, they can never clash, as will be seen by comparing sign 4, *all he*, with sign 7, *all the*, in which instances it will be noticed that *he* is written downwards and *the* upwards. Sometimes students may suppose that they can distinguish the difference between *he* and *the* by position without regard to the direction in which the signs are written, but if it is borne in mind that those words are written in *any* position in junctures, that they must be joined when possible for speed purposes, and that the words to which they are joined must have the preference of position, it will be understood that the outlines for *he* and *the* may sometimes both be in the same position, as they are in signs 4 and 7 in Exercise, in which cases naught but a difference in the direction of writing will make them readable. Writing the sign for *the* always upwards and the sign for *he* always downwards, will thoroughly distinguish those words, and if that sign for *the* could always be used for that word, as the sign Hay is always used for *he*, there might be no danger of confliction in any instance, but this joining of words together in phrases is so necessary for speed and legibility, that phrasing must be done as much as possible, and on account of the different shape of some outlines, it is not always possible to join the list sign for *the* to every outline.

It does not so greatly matter if the sign *he* is disjoined occasionally, as that is not so frequently-occurring a word as some others, but the word *the* is said to be the most frequently-occurring word in the English language. This being granted, the word *the* must therefore be the word of all others which most needs to be phrased whenever possible, for securing speed. For the words *a*, *an* and *and*, which are next in frequency of occurrence, we can easily substitute one for the other, where the proper one will not join—the sign for *an*, doing duty also for either *a* or *and*, as in signs 6, 17, 21, 25 and 42 in Exercise, and *and* for *a*, as in the phrase *but a*, in sign 79, for those words will not clash, it being naturally allowable for the articles *a* and *an* to be substituted for each other or even for them to alternate with the conjunction *and*, but, if it be necessary to do

this substitution for *a*, *an* and *and*, to gain speed by facilitating junctures, it is far more necessary to make use of a plan of substitution for the word *the*, where the word-sign in our list will not join, and the best sign that can be selected for such substitution is the pronoun *I*, which letter can be used in substitution for the word *the*, as in sign 59 in Exercise, without the least danger of its being mistaken for *I*, as the words *I* and *the* thus used will never clash. For this reason, where the sign for *I* will not join, we can reciprocate by using the upward tick of *the* for *I*, so that the signs for these two words, being entirely distinct, may be always substituted for each other where their own sign will not join, the student not forgetting, of course, that it is always best to join the original sign for any word when possible, and to substitute the other sign only when the original sign will not join, but to be sure to substitute rather than lose the opportunity of phrasing, which is so very necessary to be observed in writing the eight words *and*, *a*, *an*, *the*, *I*, *he*, *we* and *you*, spoken of in foregoing paragraphs.

We now come to the most particular reason why the original sign for *the* should be always written upward. It lies in the fact of this substitution of the signs for *the* and *I* where we cannot join the proper outline. The words *he* and *the* would seldom clash any more than the words *the* and *I*, because they represent entirely different parts of speech, but the words *he* and *I* are of the same parts of speech, both being pronouns, and it is words of the same parts of speech that are most apt to clash. The student can understand what a difference there is between the two statements, "he will pay" and "I will pay", and yet the only difference lies in the words *he* and *I*, which proves conclusively that *he* and *I* must be made distinct in shorthand writing, but, if we use the sign for *the*, which is just like *he*, when we intend it to mean *I*, we are going to have trouble, unless we write the word-sign stroke downward when we mean *he* in junctures, and the same sign upward when it means *the* or *I*. Then there is no difficulty in securing distinctions between such combinations as are presented in signs 63 and 64 of Exercise. By writing the word-sign for *the* upwards, therefore, when it means either *the* or *I*, we prevent clashing with *he*, providing we always write *he* downwards.

These are the only particulars of striking importance that are necessary to be observed in the writing of phrases containing word-signs, excepting the general injunction that the word-signs in foregoing list must be written in their proper positions, joined or not, with the exception of *the* and *an*, which, as we have stated, in company with six

other words, take any position when joined. It may be as well also to add that the word-signs, with the exception of *the* and *an*, are joined commencing phrases, never at the end of them, but that *the* and *an* and the other six words we have named, *and*, *a*, *I*, *he*, *we*, *you*, may be phrased with other words, either beginning, ending or intermedially.

The signs for *a*, *an* and *and* are shown substituted for each other to make easier junctures, in signs 53 to 56 inclusive, and in other instances throughout the sentences given in this Exercise, as in sentences shown by signs 79, 80 and 85.

In joining phonographic word-signs and outlines into phrases, the ordinary rule is to place the first word in its proper place-position, and let the other words in the phrase take care of themselves, in the same manner that the second vowel-sound in a long word is treated.

To avoid confliction with half-length consonants, always write these word-signs, and all visible vowels, about one-eighth the size of a full-sized consonant; in other words, write them as small as possible, the merest ticks being sufficient. This will serve as a perfect method of distinction between the word-signs in the foregoing list and half-length outlines.

The time-saving principle of phrasing is given considerable practice upon in the Exercise to this lesson and others which follow; and, although beginners may find at first, in their own writing, that a little extra thought is sometimes required in order to make the best junctions possible, and that it may therefore at first appear to them that longer time is required to join the words than to write them separately, yet this difficulty will diminish with each Exercise, and become more and more of a pleasure with each step, eventually being found to be a beautiful method of phrase representation, and perfectly easy to read when written, providing care has been taken not to join most of the word-signs out of position.

The circle-S can be added to the sign for *who* in order to make the word *whose*, as in sign 51. Other junctures may be made for compound words, like the adding of the word *hand* to the word *before*, spelling *before-hand*, as in sign 52.

Throughout these sentences, concluding our Exercises, there will be found outlines which are rather ahead of the lesson, but which, for the purpose of showing how sentences are written, it was thought best to include herewith. The word *should* is hardly one of these, but it might as well be described at this stage. That word is a halved-letter *Ish*, written under the line, when written alone, to indicate its vowel-



sound, as in sign 67. When joined it may occasionally be written on the line.

The phrase "I told you so," in sign 73, shows how common words may be joined together, and sometimes a common word, like *so*, written out of position. In sign 80, the L sound in the syllable *ly* is indicated by an L hook on the letter N. This is done to secure an easier juncture. In the sentence in sign 82, the syllable *less* of the word *motionless* is written downwards for the same purpose—to facilitate junctures. In sign 85 the word *one* is represented by the addition of an N hook to the letter Way. This makes that character resemble short-ah, but as the sign for short-ah is not used alone it will not clash. To represent Ah, as an exclamation, the sign for the ordinary Ah is used, which is written in an opposite direction. When *one* is used for a figure the letter Way is sufficient, as will be seen in the list given in the next lesson, but in a sentence where there are no other figures it might be mistaken for Way, and therefore the hook N is used in such cases. When we want to write *ones*, or *one's own*, the hook N is not absolutely necessary, as will be seen further on in these same sentences. Signs 85 and 87. Junctures of common words which follow easily in position, such as the concluding phrase in sign 85, "by a microscope," and that beginning sign 86, "presents the best," should be taken advantage of whenever possible, as such junctures are a great aid to both speed and legibility.

In the word *energy* (sign 86) long-E may be substituted for short-e, and there are other instances in these Exercises where this sort of substitution is done, it being in accordance with the rule for vowel substitution set forth in Lesson IV.

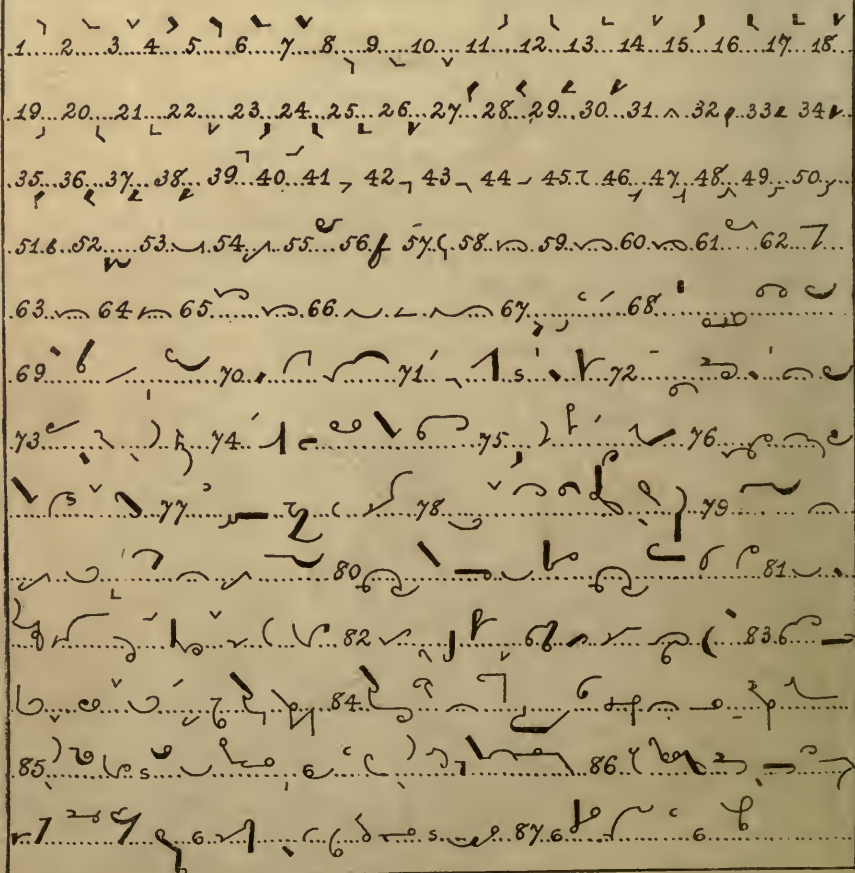
Many other apparent digressions may be discovered in these advanced lessons by the careful student; but, as it would require too much unnecessary space and time to explain these singly as they occur throughout this book, the student will please without demur accept all such slight digressions as being perfectly correct. They bear, ail of them, the result of years of practice, such practice having determined their present form and position to be the best for purposes of speed, and that without destroying their legibility in the least. It should, therefore, be the duty of students to memorize these somewhat peculiar outlines, and make use of them whenever possible in their own notes, and the result will be that the eye will become so accustomed to these outlines that they will recognize them unconsciously, without regard to philosophy of outline or position. Such is always the case with a professional shorthand reporter and his notes. He reads them from habit,



without stopping to think of the elements composing them, just as you, the reader of this explanation, are now doing with these printed words. You are not spelling these words as you read them. Neither are you noticing the separate letters. You unconsciously read these words as words, and you would read them aright even if a letter or two were in error omitted from the word, because you read each word at a glance, and, in the case of a trivial mistake such as the omission of an unimportant letter, the other words of the sentence would prove a perfect key to it.

Never slight the joined words. The skilled reporter executes these combinations in half the time requisite to write each word separately.

## EXERCISE VIII.



## POINTS TO REMEMBER.

Devote as much time to reading as to writing phonography.

Write the Exercises contained within these lessons, over and over again, even after you have become perfectly familiar with them. They contain words and phrases which have been selected for all-time practice.

Remember that time is wasted by attempting to write rapidly before one can write well; that the difficulty of reading poorly written phonography will be far more regretted than a lack of speed while learning; and that speed is certain to follow where a neat and accurate style is the student's aim.

## KEY VIII.

1, of a; 2, of an; 3, of the; 4, all he; 5, all a; 6, all an-d; 7, all the; 8, to a; 9, to an; 10, to the; 11, or he; 12, or I; 13, or an; 14, or the; 15, already he; 16, already I; 17, already a-n; 18, already the; 19, but he; 20, but I; 21, but a n; 22, but the; 23, before he; 24, before I; 25, before a-n; 26, before the; 27, ought a; 28, ought I; 29, ought an; 30, ought the; 31, the eye; 32, who a; 33, who an; 34, who the; 35, whom a; 36, whom I; 37, whom an; 38, whom the; 39, on a; 40, on the; 41, and he; 42, and a-n; 43, and I; 44, and the; 45, and that; 46, should he; 47, should a; 48, should I; 49, should an; 50, should the; 51, whose; 52, beforehand; 53, know a; 54, rule a; 55, send an; 56, just a; 57, that a; 58, a man; 59, the man; 60, the most; 61, sign the; 62, catch the; 63, I may; 64, he may; 65, I mean the man; 66, I know he caught the name; 67, To whom should we write? 68, Already success seems near; 69, All joys are but fleeting; 70, Who lighted the lamp? 71, He and I read one or two daily; 72, On some occasions two or more sang; 73, We are too apt to say "I told you so;" 74, He showed great sense by the selection; 75, Before he saw the city he loved the farm; 76, The muscles move only by the law of the brain; 77, Why should you go on that journey that early? 78, None of the men seemed disposed to step aside; 79, The king may rule the nation, but a midget may rule the king; 80, A slovenly boy gains no deference—a slovenly girl still less; 81, No two scientists hold like views on the departments of the art they follow; 82, The rain poured down steadily, but the soldiers remained erect and motionless through all; 83, Solomon gave attention to the wants of the nation he ruled and thus benefitted posterity; 84, Benefactions multiplied may create a growler, while a scarcity may cause an opposite effect; 85, To see a friend's faults one needs no spectacles, but one's own we fail to see even aided by a microscope; 86, Youth presents the best occasion to gain mind-capital—old age weakens the energy, subdues one's ardor—"too late" thus happens across one un-awares; 87, One's desires alternate with one's necessities.

# LESSON IX.

## COMMON ABBREVIATIONS.

...Up, party, patent	...If, off	...Important-ce
...Hope	...For, 4, 4th, forth	...Improve-d-ment
...Be, been, object	...Far, fact	...In, any, never
...To be	...From	...Thing, long
...Time, what	...Form	...Language
...It, take	...Ever	...Young
...At, out, took	...Have, five	...With
...Dollar	...However	...Were, 1
...Do	...Value	...Would
...Had, today, to do	...Think	...Where
...Each	...Them	...When
...Which, change	...Though, thank	...Year
...Much, charge	...Either, author	...You
...Jesus	...Other	...Beyond
...Advantage	...Wish	...yet
...Large	...Shall, usual-ly	...Yes
...Your	...Issue	...Yes sir
...Our, hour	...Us, use (meaning of use)	...Is, his
...Kingdom, common	...Use (pronounced uze)	...As, has, the cipher
...Can, came	...Will	...Was
...Country, come	...Am	...Is it
...Give-n	...Him, make	...First, as it, has it
...Together	...Home	...Was it

In the list of Common Abbreviations on opposite page, the student is introduced to the representation of entire words by writing only a portion of their outline, the words in the foregoing list being represented mostly by only one shorthand letter—in some cases the first, as T for *take*; in other cases the last, as Ch for *which*; and, in still other cases, an intermediate letter, as Gay for *together*.

This method of abbreviation is quite as important to the rapid writer as the list of Word-Signs given in a preceding lesson, besides being more easily committed to memory, because of the fact that a part of each word is actually written, and not represented by arbitrary characters peculiar to the Word-Signs. These Common Abbreviations are easily read, because frequently met with in sentences, and also because these simple word-abbreviations conduce greatly to easy and legible phrasing.

The sign for *was*, the student must bear in mind, can only be joined to other words in its proper position, under the line of writing, a rule equally applicable to the signs for *to be*, *to do*, and any third place or first place word-abbreviation. It is only a few of the second place word-abbreviations which can, when phrased, be written out of position, and when not phrased even those must have proper position. The words in this list with which this liberty may be taken are *up*, *be* or *been*, *it*, *do*, *which*, *for*, *from*, *have*, *them*, *shall*, *will* and *you*, and even these only where shown in the Exercises.

The circle S or Z can be added to any of the abbreviations of the foregoing list, in the manner indicated in signs 2, 4 and 6 in Exercise.

There is only one point in which the above word-abbreviations do not agree with previously described principles—*i. e.*, in their place positions. They are not all placed in position in accordance with their visible vowel elements. This is because some of them take their positions in accordance with the importance of the words they represent, those words which are apt to occur most frequently being placed on the line simply because it is the easiest position in which to write, and hence enables the phonographer to write them much more quickly than would be possible were they placed in the position which their vowel sounds would have placed them. Words so placed out of position are, however, only those which the student will find no difficulty in recognizing in their new positions, after once memorizing them, as with the word-signs. Where an abbreviation in the foregoing, or any list of word-abbreviations, has laced opposite it two or more words, each word separated by a comma (as with the first and third abbreviations in the foregoing list), the



abbreviation in question may separately represent either word, but only one of the words at a time. Where two or more words, placed opposite a phonographic abbreviation, are not separated by a comma (as with the fourth abbreviation in the foregoing list), the abbreviation in question represents all words opposite it at one and the same time. Finally, when, opposite a phonographic abbreviation, three or more words appear, the words being separated by commas in some instances and not in others (as with the abbreviation for *first*, near the end of preceding list), then the abbreviation is intended to represent, at one and the same time, any group of words not so separated, but not more at a time.

There are occasions when the words *is*, *his* and similar words represented by the circle S, may be indicated by enlarging the S circle of a preceding word, as in signs 57 and 101 in Exercise. Similarly the circle S, which, in this word-abbreviation list, represents either *is* or *his*, would represent both words if made into a large *See*-circle, as in sign 69. *As* *has* and *was* *as* would be formed on the same plan, as per signs 71 and 73.

As the letter T is used as a word-abbreviation for *take* in the foregoing list, it is therefore allowable to represent *taken* by the addition of the hook N to the letter T, as in signs 39 and 40 in Exercise. This brings us to a very important principle in rapid writing, respecting the extension of the use of the word-abbreviations. In our list is presented only the root word, it being expected that the student will, from those word-abbreviations as a base, build other abbreviations by simply adding the different terminations which distinguish the same family of words. For instance, just as the letter Chay in sign 8 represents the word *charge*, so it is allowable and expected that the word *charges* (sign 9) be formed by adding a circle to the sign for *charge*, and the syllable *dis* be added to the sign for *charge* when the word *discharge* is desired to be written, as in sign 10. On the same principle the words *larger* and *largest* are built from *large*, signs 11, 12 and 13; *hourly* is built from *our*, signs 23 and 25; *objects*, *objector*, *objection* and *objective* from *object*, signs 34 to 38, inclusive; and hundreds of other word-abbreviations arrived at in a manner which gives the student the key note to the thousands of word signs which other authors put in their dictionaries in a way which requires years to memorize them, but which, on this plan, without any dictionary, enables the student to write them on sight as soon as he or she becomes familiar with our lessons. *Authority*, sign 109, is thus formed from *author*, etc.

Signs 58 and 59, in Exercise, show how the word-abbreviations help to distinguish between letters that are attached to them, those two outlines, although one begins with a letter of the alphabet, the letter I, and

the other commences with the word sign for *of*, forming characters nearly alike, are rendered perfectly distinct by the fact that the word-abbreviations give them different positions, these word-abbreviations equally well distinguishing between halved characters and word-signs, even when there are no other means of distinction—which there generally are—halved outlines never clashing with a vowel character or a word-sign, as they are used for different purposes.

The word *whereas*, as will be seen by sign 63, is formed by the juncture of the word-abbreviations for *where* and *as*. In the next compound word, shown by sign 64, *elsewhere*, the word *where* is out of position, but, being-joined, is perfectly legible in that case. This leads us to state that the words *else* and *less* will sometimes clash unless the E of *else* is written, or some other means of indicating that beginning vowel is taken advantage of—for instance, in *junctures* where the vowel cannot be written, write *less* upward and *else* downward. This can only be shown in *junctures*. When *else* is written alone, *else* must have its vowel written.

In signs 77 to 80 inclusive, the circle-S is added within loops to indicate the addition of *is*, *as* or *was*.

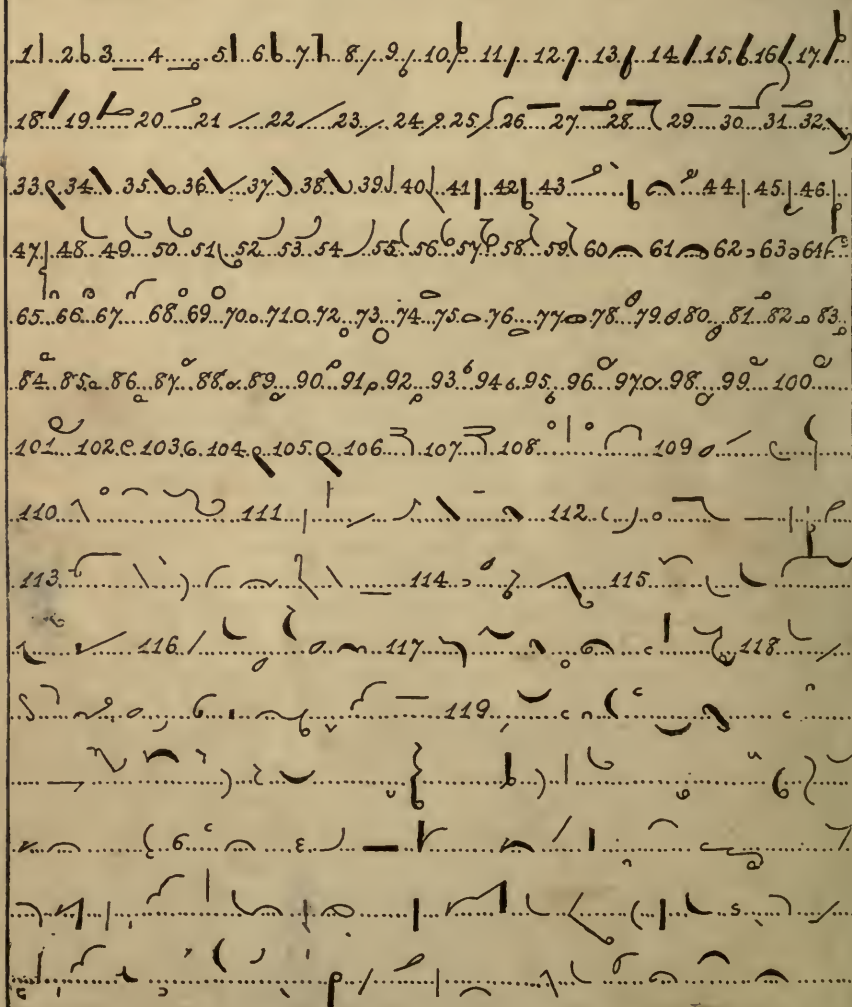
The word *seldom*, on third line from the end of Exercise, is abbreviated by omitting the M. It is perfectly legible thus curtailed.

To signs 87 to 98 inclusive, the student should give special attention. In Lesson III, describing the use of the circle-S, which, in this lesson, represents *is*, *his*, *as*, *has*, or *was*, according to position, the student was instructed to always write such circle on the *right-hand* side of *upright* or slanting *straight* characters, and on the *upper* side of *horizontal* ones. In that same lesson the student was enjoined, when the circle-S was added to R or Arm, to consider those letters the same as the horizontal ones K and Gay, because they are written in the same direction—from left to right—the circle being thus attachable upon the upper sides of R or Arm, precisely as to K and Gay. This same rule will apply to the word-sign for *the* when the circle is joined to it, because the stroke *the* is written *upwards* from left to right, the same as K and R, and therefore takes all circles added to it on the upper side of the stroke, as in signs 87 to 89 and 96 to 98 inclusive. On the other hand, the stroke *he*, being written *downwards*, the circle S is attachable to it on the same side as to the letter Chay, the circle being, therefore, according to rule before quoted, attachable on to the right-hand side of Chay or the stroke *he*, whether such circles begin, as in signs 90 to 92, or terminate *he*, as in signs 93 to 95. This arrangement—writing the stroke always downward for *he* and upward for *the*, and placing the circles on the

upper left-hand side of *the* and right-hand side of *he*, will serve as a sure means of distinction between such outlines, both in reading and writing.

The circle-S, representing *is*, *as* or *was*, may be written double length to add the word *there* or *their*, as in signs 74 to 76. These forms will not clash with *is it*, *as it* and *was it*, in word-abbreviation list, for those word-abbreviations are slanted, whereas signs 74 to 76 are horizontal.

## EXERCISE IX.



The word *shall*, in sign 111, will be noticed to have been written upwards. This is allowable where junctures are to be facilitated with letters or words, but when Ish has only hooks attached, and no other character added, Ish must be written downwards, as in sign 42 of Lesson V, and sign 49 of Lesson VI, to show on which end the circle or hook is to be read.

#### KEY IX.

1, It; 2, its; 3, come; 4, comes; 5, do; 6, does; 7, and do you; 8, charge; 9, charges; 10, discharge; 11, large; 12, larger; 13, largest; 14, advantage; 15, advantages; 16, advantageous; 17, disadvantage; 18, Jesus; 19, Jesus Christ; 20, yours; 21, are; 22, are there; 23, our; 24, ours; 25, hourly; 26, give; 27, gives; 28, give them; 29, common; 30, commonly; 31, commonest; 32, to be sure; 33, is to be; 34, object; 35, objects; 36, object-or; 37, objection; 38, objective; 39, taken; 40, taken up; 41, to-day; 42, to-day's; 43, Yours of to-day's mail received; 44, out; 45, outward; 46, outside; 47, outwit; 48, off; 49, often; 50, office; 51, facts; 52, wish; 53, wisher; 54, wish their; 55, think; 56, thinks; 57, and thinks his a; 58, I think; 59, of them; 60, improve; 61, improves; 62, where; 63, whereas; 64, elsewhere; 65, year; 66, years; 67, yearly; 68, is; 69, is his; 70, as; 71, as has; 72, was; 73, was as; 74, is there; 75, as there; 76, was there; 77, as there has; 78, is it as; 79, as it has; 80, was it as; 81, and is; 82, and as; 83, and was; 84, is an; 85, as an; 86, was an; 87, is the; 88, as the; 89, was the; 90, is he; 91, as he; 92, was he; 93, he is; 94, he has; 95, he was; 96, his is the; 97, as has the; 98, was as the; 99, is not; 100, is sent; 101, is seen; 102, is that; 103, that is; 104, has been; 105, as has been; 106, why there have; 107, whether there have; 108, His time is limited; 109, Has it your full authority? 110, The patent is my invention; 111, At what hour shall I be on board? 112, That issue as given forth came out Tuesday last; 113, A select party of us will make the trip up-country; 114, Where is it the charges are to be found? 115, I am far from liking the form of his order; 116, Which offer was it the author first made you? 117, The value the thing brought was small—one-dollar in a thousand; 118, If our plan ever matures as it should, we will owe many thanks to the little kingdom; 119, How long were you there with young Brown? One year. Can he appreciate the importance of a use of that language? Yes, I think he does. Does he use it often? Yes, sir. Yet the others say they never heard him? They were seldom with him; we were usually together daily. He improved each day beyond my calculations. Any change, however hard, took but little time for him to master. To-day he will read four chapters, though to do from one to five an hour would take but little effort when he either wished to or has had much rest at home. I hope for still more important improvement.



## LESSON X.

A list of word-abbreviations containing either beginning or final hooks is presented in table on opposite page. Learn them as directed for the Word-Signs of Lesson VIII, and the Common Abbreviations of last lesson. They will be found upon better acquaintance to be exceedingly handy, not only containing important speed elements, but being also thoroughly legible when well memorized.

Signs 113 to 141 in Exercise, illustrate the adaptability of the abbreviations in this list being extended by adding terminating differences, the word *remembrance*, sign 114, being simply *remember*, sign 113, with an Ns circle added; *equalled*, sign 118, being formed by halving the word *equal*, sign 117; *over their*, sign 131, being a lengthened *over*, sign 130; and a number of words, as in signs 137 to 141, being formed from the word-abbreviation for *organ*, illustrating clearly the apparent inexhaustibility of word-abbreviation formation, aside from the instances given in the lesson.

In memorizing word-abbreviation lists, the student should bear in mind, as explained in connection with the Common Abbreviations in Lesson IX, that it must not be expected of word-abbreviations that they should in every case agree in position with their vowel sounds. Sometimes the greater conspicuousness of a vowel in one word-abbreviation will compel another word-abbreviation with less conspicuous vowel sound, to occupy a position which, reasoning by place position rule, would properly not belong to it. The word-abbreviations in the foregoing list of Half-Length Abbreviations is evidence of this. Furthermore, it is not always the case that confusions with another word-abbreviation causes it to be written in a position out of accordance with its vowel elements. Sometimes a word-abbreviation is given an apparently wrong position because the outline of some ordinary word, not a word-abbreviation, would conflict with it. Again, words with first or third-place vowels are sometimes represented by signs written in the second position, on the line, simply because that is the easiest position in which to write; though this is done only in cases wherein the word-abbreviations would be perfectly familiar in any position and at the same time would not clash with common or other words of similar outline.

A student's practice in the art of rapid, and, at the same time, legible writing, depends very greatly upon the frequency and length of time given to practising the art. Students who practice most frequently and for the longest period at a time master the art first.

# HOOKED ABBREVIATIONS.

People, appeal	Awful	Addition
Apply	Over	Providential
Principle-al-ly	Very, every	Jehovah
Appear	Moreover	Juvenile
Belong	Withal	Religion
Able, belief, believe	Pleasure, sure	General-ly
Liberty	Measure, assure	Imagine
Re-member	Well	Generation
Brother, number	Mr., remark-ed-able-y	Question
Till, tell	Humor	Govern-ment
Until	Honor, nor	Begin
Truth	Manner	Again, organ, began
Deliver	Poverty	Begun
Doctor	Upon	Phonography
Dear	Punish-ment	Philanthropy
Angel	Above	Within
Danger	Twelve-fth	Then
Call, equal-ly	Internal-ly	Than
Difficult-y	Eternal-ity	Alone, eleven, learn
Christian	Divine, defendant	Revelation
Glory-ify-fied	Differ-ent-ence	Revolution
Agree, degree	Advance	Human
Work	Denominate	Opinion
Workmen	Done	Union
Workman	Condition	Information

## WORDS INDICATED BY HOOKS.

As Emb is frequently employed in professional work to represent the words *may be*, sign 2 in Exercise, Way-Emb may be quite as readily employed for the phrase *we may be*, sign 3 in Exercise. This is on the principle that, as the letter Way represents *we*, the letter M, *may*, and B the verb *be*: therefore, Way-Emb, which really contains the consonant elements of all three words, can quite consistently be written for them altogether. Reasoning from this point of view, as Ith on the line spells *they* and the letter R will do for *are*, the combination Thr will answer for the phrase *they are*, as in sign 1 in Exercise. Upon the same plan, as the word *will* is represented as a word-abbreviation by the letter L, we may occasionally use the hook L for the word *will* or even *all*, as in signs 6 to 17 in Exercise, and the N hook for the words *own*, *been*, *than* or *one*, as in signs 18 to 26 in Exercise. As sign 26 represents *at one*, sign 27 would, of course, by making the N hook into a circle, represent the words *at once*. To the word-signs *or*, *but*, etc., and to any halved characters, such as *did*, the N hook can be used for the word *not*, as in signs 40, 41 and 42. To full sized characters, however, such as *do*, *had*, *be*, *have*, etc., the word *not* must be spelled by writing an N hook and halving the words *do*, *had*, etc., to add the T of *not*, as in signs 44 to 53 inclusive. *We will not*, sign 49, is a case in point. In that outline, analyzed, we find the beginning hook-Way represents *we*, the letter L, *will*, and the final N hook, together with the shortening of the entire combination to add T, indicates *not*. Result: *We will not*. *May not*, sign 53, and other similar abbreviations, are subject to the same manner of analysis, the letter T being quite correctly added after a final hook by shortening the main consonant to which the hook is attached. Signs 57 and 58 illustrate instances where *not* must be written with a halved N to distinguish *might* and *meant*, to which *not* is there attached. Continuing the above plan, the words *are* and *our* may be represented by the hook R (signs 29 to 34 and 36 to 39) and *off*, *forth*, *of*, *if* or *have* by the V hook (signs 59 to 76). Signs 35 and 36 show how *your* and *our* are distinguished in such combinations.

The circle-S may be quite legibly employed to represent the pronoun *us*, when joined to some words. Signs 79 to 81 in Exercise. In many words possessing the same consonants, a difference of outline is taken advantage of, in order to aid legibility. The words *last*, *lost* and *lowest* possess the same consonant sounds (L-S-T) and have some position vowels, but should be distinguished by indicating the consonants in the three different ways shown by signs 90 to 92 in Exercise, the most

frequently occurring word being given the shortest and easiest made outline. Other instances of distinction are illustrated in signs 93 to 102.

Without regard to size, when there is a choice, make use of such outlines for word representation, as are easiest made and afterwards interpreted. Thus, though both the outlines of sign 103 are proper ones for the word *murder*, yet the largest sign is best, because the crook in the shorter sign, caused by the juncture of R, necessitates the expenditure of more time than is required for making an uninterrupted outline such as the large outline for *murder* presents.

As illustrated in Lesson IV, by the word *customary* (sign 67 in Exercise to that lesson) many words are perfectly familiar by their consonant outline alone, and hence are written in the second position, that position being the easiest in which to write. Some of the word-abbreviations are of that character, and so are the outlines for the words *saith* and *said* (pronounced *seth* and *sed*) and also *survey* and *circle*, signs 105 to 109 in this lesson.

In sign 5 in Exercise, the word *certain* is written *cert*, the letter N being omitted. This is one of a number of easily remembered contractions which the student will meet with in these concluding lessons and which are to be accepted unconditionally as being the best forms for those words. Many of such contractions are really word-abbreviations, which it was thought best, for the purpose of memorizing, to give the pupils in their Exercises rather than arranged in the list-forms. The words in the sentences of this Exercise are also words of this character.

In fact, there is no precise limit at which one need stop in this matter of abbreviations, providing the student keeps within the bounds of legibility, the latter being a matter upon which every phonographer must bring individual judgment to bear—those whose memory is more retentive than their fingers are agile, being able to abbreviate with more safety than persons whose quickness of hand exceeds their capacity for memorizing—the latter class not needing as much abbreviation as the former. But do not permit the thirst for abbreviations to interfere with the representation of

### SOUND SYLLABLES,

in words of not very frequent occurrence. A proper appreciation of the sound syllables of language is a great aid to students in building outlines for infrequently occurring words, and it is, therefore, an aid that should be cultivated as much as possible. A good way to attain this result is to write words in as few syllables as possible, consistent with



legibility. For instance, do not divide the word *vagrancy* thus: va-ga-ran-see, sign 112; nor yet omit the final vowel sound as in va-grans, sign 111. The shape of sign 112 forms too extended an outline for speed, and that of sign 111 is too brief for legibility, while, by the use of the Ns circle as a termination, sign 111 fails to provide for the final invisible vowel, which is always entitled to representation by writing the last consonant in full. *Vagrancy* should be divided into sound syllables as in sign 110—va-gran-cy—thus giving its final vowel full representation by the use of the full-sized letter S, and at the same time rendering the word outline sufficiently brief for rapid writing.

### NS VERSUS S.

The small circle S, when occurring in such junctures as *task* (sign 83 in Exercise) is frequently misunderstood, until its formation is properly explained, to be an Ns circle. While its shape is exactly that of the Ns circle, yet its right to be written in the same manner, is very conclusive. This can be best illustrated by closely observing the combinations of the consonant sounds of t-k, t-s-k, t-n-s-k, as they are shown in the words *talk*, *task* and *transaction* in signs 82, 83 and 84 of Exercise. The letter T of sign 82, it will be observed, is written directly on and *touching* the dotted line. To add Ns to that letter one must necessarily first turn the end of the T, which rests on the line, into an N hook and then bring it round into a circle, after which, if we want to add K, the K will appear somewhat *above* the line on which the T rests, as in sign 84. When, however, only S-K is to be added to T, the S is written *under* the dotted line, at the lower end of the T, thus bringing the final letter K *on* the line (sign 83) as perfectly as T-K is written without the S in sign 82. This arrangement clearly isolates the circle S (sign 83) from any collusion with the letters T or K, excepting as a joined letter, and clearly indicates that it is not written on the left-hand side of T, as might be supposed, but rather on the *under side*, which as perfectly declares its individuality as though it were written upon the right-hand side, an arrangement which, in this sort of a combination, would be quite awkward; and, as this similarity between the S and Ns circles will never, under any circumstances, cause them to be mistaken, the one for the other, is a needless one. Convenience in writing is as necessary to rapid writing as brevity is, and clearly formed angles are as necessary to speed. The manner in which the circle S in sign 83 is added, is the most convenient way it can be added, prevents the K from degenerating into the shape of an N, as it would if the circle were written on the right

hand side of T, and therefore preserves the shape of all the letters in the combination, and the circle S in such outlines never clashes with the Ns circle. Always place the circle on the proper side, when possible, but sometimes, as in instances above noted and in signs 5 and 85 to 88, the S circle has to be joined in the most convenient way for the reasons first given.

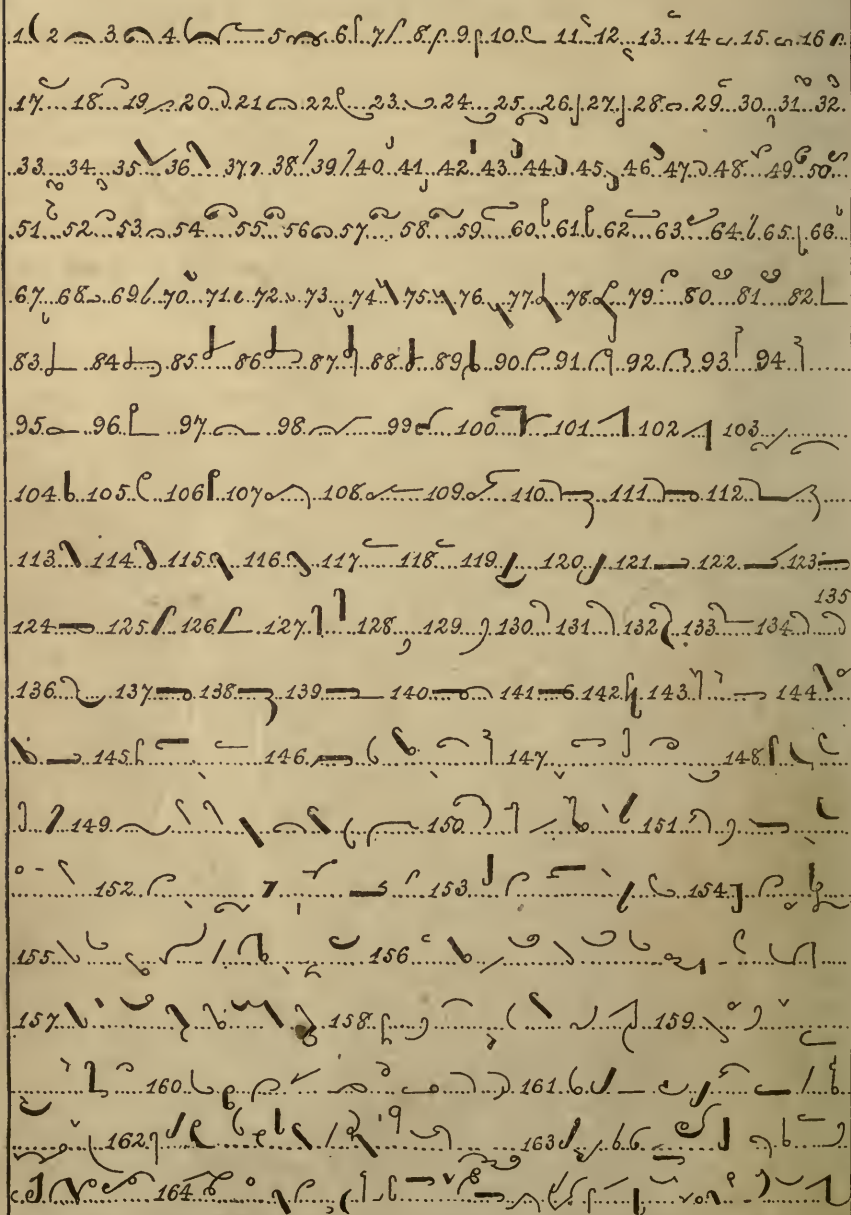
The juncture of the word *has*, in signs 77 and 78 of Exercise, in which case it is apparently turned upon the left side of the word *it*, is also in accordance with the placing of the circle S in the word *task*.

### RESPECTING PRACTICE.

A plan of practice in writing which will much accelerate the student's proficiency, is that of practicing in precisely the same manner a regular phonographic reporter works. To accomplish this object, procure a reporter's note book, either by purchase or making it yourself. These books are about the size and shape of a common pass-book, and nearly half an inch thick, to admit of lengthy reports being taken; but, unlike most other note books, they open at the bottom instead of at the side, and when in use, only one side of the paper is written on—that which is nearest—and, afterwards, when those pages are all written upon, the book is turned and the other sides are ready for use. This method always secures a good foundation for the phonographic writing, and prevents in a great measure awkward illegibility.

Some teachers claim that a good plan of study for the purpose of gaining familiarity with a large number of words, is for the student to get a common spelling-book and practice on all the hard words therein. Practice of this sort, it is claimed by such teachers, will go a great way toward making easy the path which leads to rapid writing. This is in a measure true, though only of the student who has thoroughly memorized all the Exercises of the lessons—for others it will simply delay progress. In fact, any attempt of the student, until he has finished the lessons, to write words not in the lessons as far as he has learned, is to be deprecated, for the reason that, until all the principles of the art have been learned, he is sure to make imperfect outlines for words containing principles at which he has not arrived, and his eyes are unfortunately too apt to make mental pictures of such wrong outlines, and when he comes to practice for speed, after the lessons are finished, he will find difficulty in avoiding those bad outlines. Every lesson should be well learned before the student makes any attempt at writing words not in the lessons he has learned. Then, when all are learned, he will, by having in mind all the principles, be enabled to more readily form words not in the lessons.

# EXERCISE X.





## KEY X.

1, they are; 2, may be; 3, we may be; 4, they may be likely; 5, you may be certain; 6, it will; 7, which will; 8, much will; 9, at all; 10, for all; 11, of all; 12, to all; 13, on all; 14, and all the; 15, and will you; 16, who will; 17, in all; 18, my own; 19, our own; 20, have been; 21, more than; 22, softer than; 23, no one; 24, none; 25, some one; 26, at one; 27, at once; 28, and are own; 29, on our; 30, but our; 31, of ours; 32, of our own; 33, to ours; 34, to our own; 35, by your; 36, by our; 37, who are; 38, each are; 39, which are; 40, or not; 41, but not; 42, did; 43, I did not; 44, I do not; 45, I had not; 46, be not; 47, have not; 48, I will not; 49, we will not; 50, we are not; 51, I think not; 52, am not; 53, may not; 54, we mean; 55, we meant; 56, we may not; 57, we meant not; 58, we might not; 59, clear off; 60, set off; 61, set forth; 62, call forth; 63, we are of; 64, which are of; 65, out of; 66, or if; 67, but if; 68, and of; 69, which have; 70, all have; 71, who have; 72, I have; 73, to have; 74, I have been; 75, I have to be; 76, to have been; 77, it has been; 78, such has been taken; 79, let us; 80, sent us; 81, send us; 82, talk; 83, task; 84, transaction; 85, desire; 86, dissection; 87, destroy; 88, desolate; 89, dissolute; 90, last; 91, lost; 92, lowest; 93, wheat; 94, white; 95, stock; 96, stack; 97, marked; 98, market; 99, greatly; 100, gradually; 101, read; 102, re(a)d; 103, murder; 104, days; 105, saith; 106, said; 107, survey; 108, circle; 109, circular; 110, vagrancy; 111, va-grans; 112, va-ga-ran-cy; 113, member; 114, remembrance; 115, brother; 116, brethren; 117, equal; 118, equaled; 119, imaginary; 120, imagination; 121, govern; 122, governor; 123, again; 124, against; 125, angel; 126, angelic; 127, Dear Doctor; 128, measured; 129, measure their; 130, over; 131, over their; 132, overthrow; 133, overcome; 134, every; 135, everyone; 136, everything; 137, organs; 138, organize; 139, organic; 140, organism; 141, organization; 142, Tell the difference; 143, The truth of a question; 144, Liberty is the best government; 145, Till you agree to call; 146, The organ, then, belongs to Mr. White; 147, To the Christian, eternity means union; 148, Delivered from an awful internal danger; 149, Many people appear to be more able than lucky; 150, Mercy and Truth are attributes of Jehovah; 151, The very measure I began to fear is on appeal; 152, Learn to humor the aged, but kindly govern the child; 153, Denominate alone a degree of juvenile philanthropy; 154, A providential revelation was the defendant's testimony; 155, Poverty often applies the lash which leads to ultimate honor; 156, We base our opinions upon information often second-handed and withal faulty; 157, Above all things remember that principles need not be prejudices; 158, Until you assure me to whom they belong, you shall retain them; 159, Punishment is the pleasure of the cruel, the manner of a darkened mind; 160, Phonography has had its revolution here and most of its difficulties have vanished; 161, This generation can only imagine the remarkable glory which awaits the human race of the future; 162, True religion is from within, and is that divine belief which sees a brother or sister in every human countenance; 163, Generally the work which is well begun is nearly done; moreover, it is equally sure that the conditions will be less wearisome; 164, Your next lesson is number eleven. When through with it and the twelfth, begin all the lessons again and review each one thoroughly until your advance in the art has brought speed and ease in reading.



# LESSON XI.

## COMPOUND ABBREVIATIONS.

 ...Speak, speech	 ...Audience	 ...Especial-ly
 ...Special-ly	 ...Providence	 ...Secession
 ...Spiritual-ly	 ...Dignity	 ...Cessation
 ...Person	 ...Justification	 ...Association
 ...Peculiar	 ...Jurisdiction	 ...Yesterday
 ...Perform	 ...Jerusalem	 ...Salvation
 ...Business	 ...Juxtaposition	 ...Manufacture
 ...Subject	 ...Archangel	 ...Minimum
 ...Strength	 ...Represent	 ...Memoranda
 ...External-ly	 ...Reform	 ...Memorandum
 ...Construct	 ...Respect-ful-ly	 ...Maximum
 ...Satisfy	 ...Because	 ...Impossible
 ...System	 ...Scripture, describe	 ...Somebody
 ...Extreme-ity	 ...Inscribe-d	 ...Stenography
 ...Strange	 ...Signify, signature	 ...Influence
 ...Instruct-ed	 ...Acknowledge	 ...No sir
 ...Utilize	 ...Universe-al-ity	 ...Necessary
 ...Advertisement	 ...This	 ...United States
 ...Advertise-ments	 ...Those	 ...Knowledge

The above list of compound abbreviations is of equal importance with those which have preceded it, should be as thoroughly memorized, and is as adaptable to the formation of derivative abbreviations as the other lists, illustrations of which are given in signs 153 to 255, *subjection*, sign 154, being formed by adding a Shun hook to *subject*, sign 153; *subjective*, sign 155, by the addition of a Tiv hook, etc., etc., etc., throughout the lesson.

The beginning hook preceding the circle-S in the word-abbreviations

for *instruct* and *inscribe* in foregoing list, is used to express the sound of *in*, *en* or *un* before the S-circle only where the long N will not readily join.

If students will note carefully how the particular sort of word-abbreviations in this list are often made up of short-cuts of speech, such as *bis* or *biz* for *business* (the seventh abbreviation in the list), *ad* for *advertisement*, *dig* for *dignity*, *sig* for *signify*, etc., they will be able to make many similar short-cuts for themselves, in words which would be otherwise cumbrous, and will understand why such outlines as *pnsł*, sign 162 in Exercise, does for *Pennsylvania*; *bach*, sign 170, for *bachelor*; *cab*, sign 171, for *capable*; *kath* for *Catholic*, sign 172; *pop*, sign 188, for *popular*; *pub*, sign 189, for *public* or *publish*, and the reasons for many other similar abbreviations in this lesson. Then of course, if *pub* does for *publish*, add an R to it and we have *publisher*, as in sign 190; add a Shun to *pub*, as in sign 191, and we have *publication*; begin *pub* with an R and we have *repub*, as in sign 193, meaning *republic*; put an N hook to that and we get *republican*, sign 192, etc., etc. On the same plan, *kath* being *Catholic*, put an R in front of it and we have *R-kath*, which will naturally be read for *Roman-Catholic*, as in sign 173. This use of the letter R for a whole word as in *Roman* in this instance, we may extend to other words or collection of words, representing each word of that collection by one letter, as p-r-r for *Pennsylvania Railroad*, sign 163 in Exercise; l-j-k for *Lord Jesus Christ*, sign 167, etc., etc. All these methods of abbreviation are done in words and phrases, names, etc., which are familiar to the writer, and whereof he needs only a suggestion in order to read them. With words or phrases which are not familiar, this shortening should not be attempted, but all that are given in these lessons can and should be used, familiar or not, as they are necessary to speed. The student should, therefore, practice them until they become familiar, and employ these principles of abbreviation on all possible occasions not illustrated in the lessons where similar words and phrases are familiar. Practice in such invention will soon make it easy and as spontaneous in actual rapid work on words never attempted before, as if it was being done at ease, giving the writer possibilities which no dictionary or phrase-book can give, so long as it is borne in mind to write all words and phrases in these lessons exactly as the author gives them.

In such words as are represented by signs 24 to 38, the letter W may often be entirely omitted without destroying legibility.

In phrase numbered 51 in Exercise, the word *well* is represented simply by writing the letter L. It will not be found to conflict with the word-abbreviation for *will*, even though written in the same position.

This dropping of the Way hook in *well* should not, however, be attempted when *well* is written alone. It is used only in junctures with other words.

It is sometimes expedient to slight the formation of some words in order to accomplish phrase-writing; but such means will not interfere with the correct reading of the words so slighted. Note the formation of *must* in signs 79 and 80, and *postpone* and *postage*, signs 74 and 75, etc.

### PHRASE POSITIONS.

The general rule with most phonographers, when joining words, is to write the first word in its proper place-position, and let the other words in the phrase accommodate themselves to the position of the first.

There are times, however, when this rule will not apply. For instance, when some other word in the phrase requires, in order to be read correctly and with ease, that it shall be given its proper position in preference to commencing word.

For the above reason, there are phrases, as well as words, that should occupy the second and third positions, even though the commencing word be a first-place word. Hence there are first-place, second-place and third-place phrases.

A first-place phrase is one in which there occurs a word (either initial, intermediate or final) which, in order to be read as joined, necessitates the placing of the entire phrase in the first position, above the line of writing. A few such phrases are illustrated by signs 41 to 48 in Exercise.

A second-place phrase is one in which the necessity of reading a certain word within it causes the entire phrase to be placed in the second position, on the line, as illustrated by signs 49 to 56 in Exercise.

A third-place phrase is one in which the important word happens to be a third-place word and thus gives third position to the entire outline, as illustrated by signs 57 to 64 in Exercise.

Signs 65 to 73, inclusive, illustrate these three sorts of phrases comparatively, and by attentive notice of how a difference of position changes the meaning of the same phrase outline, students will find a rule for the proper placement of other phrases which they will come in contact with when engaged in actual work. No principle in phonography is so unimportant that it may be only casually acquired, and memorizing these phrases will especially repay for the time consumed.

### WORDS COMMENCING WITH X AND Q.

The compound sounds of the English letters X and Q prove the most difficult for the student to analyse when writing English words in which those sounds occur, or writing English words spelled with those letters. The purpose, therefore, of the first part of the Exercise to this

lesson is to make this matter an easy one for the student, commencing with the presentation of an easy form for the sound of X, which is composed of the sounds short-e, K and S. Where that sound commences a word, the student need not spell it out in full, but can, instead, write a shaded circle like the circle Z, as in signs 1 to 16 in Exercise.

This shaded circle readily does for the sound of X, *beginning* words, and in each instance will not be mistaken for the Z circle, for the circle Z always ends words. Use, therefore, a heavy circle for the sound of X beginning words, attaching to it the balance of the word, just as a halved R is added to that circle in sign 1 in Exercise, the whole outline being therein placed above the line, for the vowel in the last syllable *ert* in that outline for *exert*, is entitled to the position, the circle X taking any position, it only being necessary to indicate the principal vowel of the balance of the word. This X circle, being merely a shaded circle S, is added to all other characters on the same side as the circle S, the right or upper side of straight characters, and like the circled S, may denote the indication of R to the main consonant, by putting the X circle on the R side of straight consonants, just as the X circle is placed to the letter P in such words as *experience*, sign 9 in Exercise, the shaded circle being read first, then the full consonant and next invisible R.

Signs 185 to 187 illustrate words containing the sound of X intermedially, as in the words *next*, *mixed* and *fixed*. Phonetically, these words are spelled n-e-k-s-t, *next*, m-i-k-s-d, *mixed*, f-i-k-s-d, *fixed*; but the student may omit the K sound of X from them, spelling such words as though they were *nest*, *fist* and *mist*; and if there is fear that they will clash with those words, the loop may be shaded to indicate the K sound of X.

The sound of Q and the letter Q are apt to give more trouble than the sound of X. All words in English which are begun with the letter Q, have the sound of K and Way, the word *queer*, sign 17 in Exercise, being properly spelled phonetically K, Way, long-E and R, so that all words beginning with the English letter Q, are easily analyzed if we simply write their sounds, as will be seen in signs 17 to 23, wherein the Way hook follows the letter K in giving the exact sound of Kway, which the letter Q always has when it commences a word.

Sometimes there are words which, in English spelling, do not contain the English Q, but, in their pronunciation do, such words being *cute* and *curiosity*, which are pronounced as if begun with a letter Q. This is because the primary sound of Q is a K, as K-u, Q, and, as the English letter C in such words has also the K sound followed by U, the phonetician hears the equivalent of the English letter Q only, such



words being therefore treated just as if they were spelled with the letters K and U beginning them, the K being written and the sound of U indicated by position, as in signs 39 and 40 in Exercise.

### EXPEDIENCIES.

The word *it* may often be readily expressed by halving the last full-length consonant of a preceding word, as in signs 132 and 133. Many word-signs may also be halved to represent the addition of *it*, without writing *it*. See signs 134 to 136. A halved-V is often used to represent the phrase *of it*, providing it is written above the line, as in sign 137. This spells *vit*, which is very near the sound of *of it*. In this, V has been used for *of*. A double length V, upon a similar plan, may be used to represent *of their*, as in signs 138 and 139.

The halving principle can also be used to add the words *ought* and *would* or *had* on the same plan that halving adds *it* in the phrase *take it*, sign 135. In that instance, the word rests on the line when adding *it*, while in signs 140 and 146 and 150, the words *it*, *which* and *such* are placed above the line and halved to add *ought*. It must be observed that the halved outline must be above the line to add *ought*, as in above instances, and must be below the line to add *would* or *had*, just as sign 141 adds *would* or *had* to the word *it*, reading *it would* or *it had*. But it is only such common second-place word-abbreviations as *it* or *which* that may be taken out of position to add the words *ought* and *would* or *had* by halving. First or third-place abbreviations must keep their positions.

By adding the V-hook meaning *have*, the N hook for *not*, or the L hook for *will*, more extended phrases may be made from these small outlines, as illustrated by signs 143 to 145 and 148, 149, 151 and 152, and, in some instances the word *to* may be also implied, though not indicated, as in sign 142, in which instance the halving of the character is done to add the word *ought*, *to* being merely understood in that phrase.

In sign 157, the circle-S is added on the most convenient side.

Signs 159 and 161, 165 and 166, show what sort of derivatives may be formed from the signs immediately preceding them, while signs 174 to 184 illustrate how portions of words may be used legibly for entire words. Signs 168 and 169 are partly of this character.

Signs 194 to 201 represent the best derivative forms for those words. Difference of position is chosen to indicate the difference of meaning between words having same outline, signs 194, 195, 196 and 197, 256 and 257.

Signs 258 to 260 are phrase-abbreviations for those words.

The beginning letter O is omitted from the word *oblige*, in sign 261, because unnecessary, *blige* being just as legible.

All these differences in outline, shading, position, direction of writing, size, etc., should be noted well by the student, and carefully heeded, whether they occur in separated words or in the sentences terminating the Exercises to the concluding lesson of this course. Such words and phrases are incorporated in these lessons for the particular benefit of students, and they can depend upon it that there is a reason for both the position and outline of every one of them. For instance, the context will seldom tell the difference between *write* and *read*; therefore, *write* is an R halved to indicate the T, and *read* is written with the R and D in full. For a similar reason, a distinction is made between *read* (pronounced reed) when meaning *to read*, and *read* (pronounced red) when meaning *have read*, although spelled the same in English; thus, put *read* (pronounced reed) above the line when it means *to read*, because of its more distinct vowel E, and write *read* (pronounced red) when meaning *have read* on the line, as in sentences in this lesson. Other necessary distinctions are particularly shown in the sentences represented by sign 266 of Exercise, wherein are illustrated differences between six words sounded much alike, viz: *ceasing*, *season*, *session*, *secession*, *cessation* and *association*.

The word *of* can occasionally be expressed by the V hook, as in the phrase *part of the* in the sentence represented by sign 265 in Exercise.

The N-hook may occasionally do duty for the sound of Ng, as in sign 81, b-ang-k, *bank*, but this should only be when no other letter follows Ng in same word, for Ng, when final, is written long, as in sign 90.

Signs 82 and 83 are instances of brevity in formation only to be followed when it can be safely done. The consonant sounds are all there, but syllable indication is not observed.

Sign 84 is the best outline for the word *eye*, as the pronunciation of that word is the same as the letter I. And, when any one pronounces the word *aye* the same as the letter I, the letter I will do for that word also, but when *aye* is pronounced like the letter A of the alphabet, then it should be written as in sign 85. The interrogative Eh is sometimes pronounced like the letter A of the alphabet, in which case that letter should be written for it, as in sign 85; but when it is properly pronounced, it sounds like short-e, and that letter then should be employed for it, as in sign 86. For the sound of the interjection Ah, the alphabetical letter for that sound should be used, as in sign 87.

The word *now* is best spelled in full, n-ow, as in sign 88. The word *once* should be written as in sign 89.

In junctures of the letter Hay with N or Ing, the Hay may be written upwards, as in sign 90.

Signs 92 to 125 contain outlines for words and phrases, the former mostly compound, for which the student needs special outlines for distinction sake, or to provide easy forms for words difficult to write according to rule, the latter sort being *mainly* and *meanwhile*, signs 92 and 93, and the distinctive outlines being such as the provision for the difference existing between the words *into*, *unto* and *onto*, signs 94, 95 and 96, also *adopt* and *adapt*, signs 100 and 101. The termination *ers* and *eries*, occurring in such words as *distillers*, *distilleries*, and similar words, need to be clearly indicated, *ers* being indicated in hook and circle form as in sign 98, and *eries* by the full sized R and circle as in sign

Handwritten musical notation on a single page, featuring a series of numbered staves (1 to 133) with various musical symbols, including notes, rests, and bar lines. The notation is written in a cursive, handwritten style, likely representing a musical score or a sequence of musical exercises. The page is numbered 1 through 133, with the numbers written in a cursive hand. The musical notation includes various symbols such as notes, rests, and bar lines, indicating a sequence of musical exercises or a score. The notation is written in a cursive, handwritten style, likely representing a musical score or a sequence of musical exercises. The page is numbered 1 through 133, with the numbers written in a cursive hand. The musical notation includes various symbols such as notes, rests, and bar lines, indicating a sequence of musical exercises or a score. The notation is written in a cursive, handwritten style, likely representing a musical score or a sequence of musical exercises.



99. These differences and many others which the student should carefully note, are plainly shown in this Exercise.

It will be noticed that in sign 119 the preposition *to* is omitted in the word *tomorrow*, the outline for *morrow* being written in the third position to indicate the *to* in *tomorrow*, just as it is indicated in the phrase *to be* and *to do*, in list of Common Abbreviations in Lesson IX. This preposition *to* is often understood at the end of a phrase, without being written, as in signs 121 to 125. When a hyphen separates *to* from other words in the key, it implies that the outline represents the addition of the *to*, on some occasions, and not on others, according to circumstances. Signs 121 and 123 are allowable instances of abbreviation in the case of frequently occurring phrases, the former, *in order* or *in order to* being simply an N with an R hook, halved to add D, spelling *Nerd*, which is sufficient for that phrase, while sign 123 is an N, with Rel and Shun hooks, forming *Inrelshun*, which nearly spells *in relation-to*. Both these outlines are placed in position for *in*.

Sometimes the word *to* is indicated by halving an outline, as in sign 130, wherein the word *able*, of sign 129, is halved to indicate *able to*, as in sign 130.

#### KEY XI.

1, exert; 2, exercise; 3, exercisist; 4, exact; 5, exactly; 6, expect; 7, except; 8, accept; 9, experience; 10, experienced; 11, extend; 12, excel; 13, excellent; 14, examine; 15, examined; 16, examination; 17, queer; 18, query; 19, quaint; 20, quart; 21, quartz; 22, quarto; 23, quake; 24, quick; 25, quicken; 26, quadrant; 27, qualify; 28, quality; 29, quantity; 30, quinine; 31, quiet; 32, quote; 33, quota; 34, twill; 35, twig; 36, twelve; 37, require; 38, request; 39, cute; 40, curiosity; 41, I'am; 42, I am glad; 43, I am inclined; 44, if you; 45, if it is; 46, if it is not; 47, of course; 48, in all cases; 49, I may; 50, take you; 51, it may as well; 52, for you; 53, for it is; 54, for it is known; 55, till you can; 56, in the same cases; 57, put you; 58, took you; 59, to whom; 60, has had it; 61, used some; 62, was not; 63, whom you will; 64, in some cases; 65, in each; 66, in which; 67, in much; 68, give these; 69, give this; 70, give thus (those); 71, and if; 72, and for; 73, and few; 74, postpone; 75, postage; 76, postal; 77, postal card; 78, you must; 79, you must be; 80, you must have; 81, bank; 82, surprise; 83, surprised; 84, eye; 85, aye; 86, eh; 87, ah; 88, now; 89, once; 90, hang; 91, impugned; 92, mainly; 93, meanwhile; 94, onto; 95, into; 96, unto; 97, distiller; 98, distillers; 99, distilleries; 100, adopt; 101, adapt; 102, adoption; 103, adaption; 104, nevertheless; 105, notwithstanding; 106, hereafter; 107, herein; 108, hereinafter; 109, hereinbefore; 110, hereinto; 111, hereunto; 112, hereon; 113, hereof; 114, heretofore; 115, hope to have; 116, I beg to say; 117, morrow; 118, the morrow; 119, to-morrow; 120, in order that; 121, in order-to; 122, in reply-to; 123, in relation-to; 124, in reference-to; 125, with reference-to; 126, reference; 127, reform; 128, perform; 129, able; 130, able to; 131, to be able to; 132, read it; 133, shave it;



134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300.

134, make it; 135, take it; 136, have it; 137, of it; 138, of their; 139, of their own; 140, it ought; 141, it would-had; 142, it ought to have; 143, it would have; 144, it ought not; 145, it would-had not; 146, which ought; 147, which it; 148, which would have; 149, which will it; 150, such ought; 151, such would not; 152, such will have had; 153, subject; 154, subjection; 155, subjective; 156, business; 157, businesslike; 158, necessary; 159, necessarily; 160, United States; 161, Constitution of the United States; 162, Pennsylvania; 163, Pennsylvania railroad; 164, university; 165, University of Pennsylvania; 166, Universalism; 167, Lord Jesus Christ; 168, character; 169, children; 170, bachelor; 171, capable; 172, Catholic; 173, Roman Catholic; 174, Savior; 175, several; 176, visible; 177, technical; 178, dignity; 179, dogmatic; 180, discover; 181, England-ish; 182, possible; 183, positive-ly; 184, system; 185, next; 186, mixed; 187, fixed; 188, popular; 189, public-ish; 190, publisher; 191, publication; 192, Republican; 193, republish; 194, workman; 195, workmen; 196, workingman; 197, workingmen; 198, manufacture; 199, manufacturer; 200, manufactures; 201, manufacturers; 202, advertisement; 203, advertisements; 204, advertising; 205, advertiser; 206, advertised; 207, especial-ly; 208, external-ly; 209, impossible; 210, impossibility; 211, justification; 212, justification by faith; 213, represent; 214, representation; 215, representative; 216, represented; 217, misrepresent; 218, misrepresentation; 219, misrepresented; 220, peculiar; 221, peculiar case; 222, peculiarly; 223, peculiarity; 224, respect-ful-ly; 225, salvation; 226, salvation of the soul; 227, satisfy-fied; 228, satisfactory; 229, satisfaction; 230, scripture; 231, scriptural; 232, signify-fied; 233, significance; 234, significancy; 235, significant; 236, signification; 237, significative; 238, similar-ly; 239, similarity; 240, simple-y-fi-ed; 241, single-singular-ly; 242, singularity; 243, somebody; 244, special; 245, speak; 246, spoke; 247, spoken; 248, spinal column; 249, spiritual; 250, spiritualism; 251, spiritualist; 252, spirituality; 253, stenography; 254, stenographer; 255, stenographic; 256, sometime; 257, somewhat; 258, substantial identity; 259, Supreme Being; 260, temperance society; 261, Oblige me, and while I write, you read those memoranda which you read before; 262, No sir, you can never construct a minimum or maximum jurisdiction; 263, The universe grows, as our knowledge of it expands; 264, Strange was the idea of the manufacturer who hoped to succeed with no advertising; 265, A special business needs the audience which is best secured by a satisfactory advertisement; 266, This memorandum of secession of part of the association last season was read, without ceasing, before the cessation of yesterday's session; 267, A desire to be somebody, though mere pride, is far more creditable than to be satisfied with being nobody; 268, Because his answer was not inscribed in juxtaposition with signatures on the opposite page of the book, the manager was dissatisfied; 269, The city of Jerusalem of old has been used to describe a state of future existence for the just—in old pictures an archangel is seen guarding it while its inhabitants sleep; 270, Providence deals not in the impossible, but seems always willing to influence knowledge to perform wonders for the person who utilizes extremity as a justification for reform in business methods; 271, I speak especially of the respect which should be shown to Scripture as representing a peculiar spiritual revelation which must instruct by its acknowledged external strength even to those who may not see in it a necessarily saving significance.

## LESSON XII.

### HALF-LENGTH ABBREVIATIONS.

|                        |                      |   |
|------------------------|----------------------|---|
| .....Between           | ...Met               | .....Gentlemen                          |
| .....Body              | .....Immediate-ly    | .....Gentleman                          |
| .....Beauty, about     | .....Not             | .....Agent                              |
| .....Quit-e            | .....Nature-d        | .....Word                               |
| .....God               | .....Tonight         | .....World                              |
| .....After             | .....On the one hand | .....Certain                            |
| .....Thought           | .....Hundred, hand   | .....Creature, accord <sup>ing-ly</sup> |
| .....Without           | .....Under           | .....Accurate-ly                        |
| .....Throughout        | .....Particular-ly   | .....Cannot                             |
| .....On either hand    | .....Opportunity     | .....Account, on ac <sup>ct</sup>       |
| .....On the other hand | .....Plaintiff       | .....Consequent                         |
| .....Establish-ed-ment | .....Behind          | .....Foundation                         |
| .....Astonish-ed-ment  | .....Subsequent      | .....Movement                           |

With the above list, all the abbreviating word-forms have been given necessary, with the derivative abbreviations which may be made from them, for a speed of over 300 words a minute, if well memorized and used in connection with the other instruction given in these lessons, the present list being the shortest, and, in reality, also the easiest memorized, because most of the Half-length Word-abbreviations contain nearly the entire consonant elements of the words they represent. These abbreviations are subject to the same plan of derivative word-building as the other list. Thus, the circle-S may be added to any sign, making *thoughts* of *thought*; *ing* may be added to form *establishing* from *establish*; and combinations such as joining the signs for *behind* and *hand* may be made, as in sign 269, forming the phrase *behindhand*, etc., etc.

Other short-hand authors have taken the trouble to compile cumbersome phonographic dictionaries, containing brief forms for many thousands of English words, thus conveying to learners the false impression that it was necessary for them to learn innumerable word-signs before

they could become adept at the art of the shorthand writer. The author of this work, therefore, desires to assure all who may labor under such an impression, that it is an erroneous one, the most skilled phonographers of the day not using more than are contained in these lessons. And, in fact, such phonographic dictionaries do not contain more, their ten or twenty thousand outlines being nothing more than variations of the ones these lessons contain, but arranged so that they seem more, and, so arranged, require years to learn, even by the few that can memorize them at all. In these lessons we give all the root abbreviations from which are formed all the other words those useless shorthand dictionaries contain, and our explanation enables the student to make them better than a dictionary can show him, while in addition he will have the principle at his fingers' ends.

Another equally useless work is the phrase book issued by other authors, and made only to sell. It requires years to memorize phrases thoroughly in that shape. We give, in Lessons VIII and IX. the simple rules which govern them all, and in those and Lessons X to XII sufficient examples to enable students, for themselves, to properly make any others.

The Half-length Abbreviations would not conflict with the word-signs, even if both were made about the same size, but it is best to distinguish them by writing the word-signs much smaller than the half-length abbreviations, as directed in previous lesson.

### THE NUMERALS.

| The cipher | 10 |    | 100 | 1000 | 1,000,000 |
|------------|----|----|-----|------|-----------|
| 1          | 11 |    | 100 | 1000 | 1,000,000 |
| 2          | 12 | 20 | 200 | 2000 | 2,000,000 |
| 3          | 13 | 30 | 300 | 3000 | 3,000,000 |
| 4          | 14 | 40 | 400 | 4000 | 4,000,000 |
| 5          | 15 | 50 | 500 | 5000 | 5,000,000 |
| 6          | 16 | 60 | 600 | 6000 | 6,000,000 |
| 7          | 17 | 70 | 700 | 7000 | 7,000,000 |
| 8          | 18 | 80 | 800 | 8000 | 8,000,000 |
| 9          | 19 | 90 | 900 | 9000 | 9,000,000 |

The adoption of shorthand signs for the Arabic numerals has been attempted by writers on shorthand before the compilation of these les-



sons, but such attempts have been of the crudest character imaginable, one author employing as many as three different signs to represent each Arabic numeral, all of which certainly tends to confuse rather than enlighten the pupil, or save time for him. Again, they have been objectionable from another reason, that of being entirely arbitrary in their character, not a single symbol being used which would phonetically afford any clew whatever to its meaning.

In the list presented on foregoing page, however, the author believes, will be found that unity of character which is so important in a matter of this kind.

By looking carefully over the numeral list, the student cannot fail to recognize the simplicity of its arrangement and its entire legibility. The figure 1 is represented by its word-abbreviation, and 2 by the word-sign for its common name. The other figures are each represented by a conspicuous consonant element of their several names, the figure 3 being a letter R, 4 a letter F, 5 a letter V, 6 a letter K, 7 a letter S, 8 is spelled in full, and 9 is a letter N; 10 is spelled in full, 11 and 12 partly so, while the "teens" are represented as in 13, 14, etc., by halving the original sign to add the sound of T, and concluding with an N hook; 20 is practically spelled in full, 30 is indicated by simply halving the primary letter representing the numeral 3, and similarly with 40, 50, etc. A small circle-S is used for the cypher, because it most resembles the unit, and from this principle the word *hundred* is properly represented by a large Ses circle; *thousand* is well represented by the phonographic consonant lth, and the letter L does for *million*.

The adding of the "teens" in which the hook is read after the halving principle, can of course, only be applied to our figures. In regular spelling the phonographer must read the hook before the halving principle.

At first students will be disposed to fear that these phonographic numerals will conflict seriously with their word-abbreviations. But, if they persevere in the use of them, they will find this to be anything but the case, especially if they have much figure work in which to make use of these signs.

In writing some ordinal numbers, such as *second*, *twenty-first*, etc., a full phonographic outline is preferable, as in signs 6, 4, etc., in Exercise, but where the name of the number ends with *th*, that part of an ordinal must be omitted, or it will conflict with the sign for *thousand*. Compare signs 42 and 43 in Exercise. *Sixteenth*, written without the *th*, as in sign 42, would never be mistaken for *sixteen* when met with in a

sentence. Signs 25, 34, 41, etc., representing *fourth*, *fifth*, *sixth*, etc., will be seen to be the same signs as *four*, *five*, *six*, etc., in the table of numerals.

In joining these phonographic numerals where the word *thousand* or *million* are intended, though omitted, it is best to join the signs in groups, separating such groups at the point wherein the words *thousand* or *million* would have occurred had they been spoken, as in sign 74 of Exercise. In the same manner, the words *dollars*, *pounds* (sterling) and *shillings* should be indicated when omitted, as in signs 75 and 76. But it is best not to omit those words in sentences where the context would not indicate them. In book-keeping no numeral junctures whatever are allowable, excepting in dates or prices, as the columns of amounts require the figures to be written separately in order to add them. For that reason, calculations by multiplication, subtraction or division must all be made by separated figures, as in examples 77 to 80 of Exercise.

Other than the above exceptions, the more figures joined the better.

Where the sign for *thousand* would be difficult of juncture to a hooked figure, such hook is run into a circle, as in signs 24 and 29, providing the circle of straight letters is placed on the N-hook side. Such transformation of the hook on curved letters, which makes them into a circle, as in sign 29, will not be mistaken for a cipher, because the cipher is only used separately—never joined. It is only the large circle for *hundred* that is ever joined. The *hundred* circle can be joined upon the most convenient side of either straight or curved characters, as in signs 69 to 73 in Exercise.

In instances where the large circle for *hundred* will not readily join, that word can be represented by a shaded halved N of the Half-length Abbreviations, shown in sign 32 in Exercise.

Signs 1 and 2, 3 and 4, 5 and 6, 7 and 8, 9 to 11, etc., etc., etc., in Exercise, are placed near each other for the purpose of showing the student their contrasting outlines.

Lest there should be any misunderstanding in regard to the use of the shorthand numerals, a considerable part of the Exercise of this lesson is devoted to their illustration.

Signs 9, 10 and 11 illustrate how to distinguish between 3, *third*, and 30. The first and last named are not apt to give trouble by clashing, provided the halving principle is carefully observed, but as some students are apt to wrongly halve the R of *three* to indicate *third*, this last word is shown as in sign 10. When possible, the word *the* should be indicated by the letter I, in junctures with numerals, when there can be no conflict.

tion with a halved R of *thirty*, in instances where the proper sign must be joined. If joined at all to numerals, *the* should therefore appear as in the phrase *the first*, sign 13 in Exercise, seldom as in phrase *the second*, sign 15, though, as a rule, it is best not to join *the* or any word to numerals.

In junctures with other numerals, the student should remember that 30, 40, etc., are not always halved, being distinguished from 3, 4, etc., by sort of junctures shown in signs 19, 20, 46, etc., just as with the ordinary Arabic numerals used in print. For instance, in writing the Arabic numerals, 34, 75, etc., one does not show the cipher of the 30 or 70 which compose them, the added figures 4 and 5 of 34 and 75 taking the place of the cipher which would otherwise be there, and hence, in shorthand, 3 and 4 make 34, and 7 and 5 make 75, just as they do in our common Arabic numbers. To write a halved 3 for 30, and then add a 5 to it in shorthand would be as misleading and wrong as to add the Arabic figures 30 and 4, as they would make 304 instead of 34. So the student should remember that the numerals 3, 4, etc., are only halved to indicate the cipher of 30, 40, etc., and therefore this should only be done when they are either written alone, as in signs 11, 30, etc., or appear at the end of an outline, as in sign 72 in Exercise. Therefore, remember that when the shorthand numerals are joined together, 3 and 4 make 34, 7 and 5 make 75, etc., etc., none of the letters being halved. This explains the letter R for 3, of signs 12 and 14 of Exercise, the R for 30 being made full length because it has another letter after it to show that the R means 30. For the same reason, when we write 33, we should write two full-sized letters R, joined together as in sign 16, which really forms a double-length R. Of course, when we want to write 30,000, etc., the R is plainly shown to be halved, for the reason that it is there necessary; but if it were 34,000, the R should be written full-sized.

The lower end of the letter S for 7, had better be slanted a little to the left, almost like an Ish, which will plainly distinguish the S of 7 from the V of 5, even in the most rapid writing. Care should be exercised in these numerals, as well as in any principle of phonography, but not more so, and if the halving principle is observed strictly and the other hints herein given, the shorthand numerals will be found to be as legible as the ordinary figures, and far more rapid, being, in fact, the only plan by which a number of figures can be taken verbatim when read at a convention, or occurring in court cases.

The numeral 9 and its derivatives, 90 and 19, particularly the two latter, should have the right end written a little higher than the left end, as in sign 61. This will prevent junctures with other characters causing

it to conflict with the figure 4 and its derivatives. In all junctures where you intend a full-sized figure, be sure to make it full-size, and your halved characters less than halved, if possible, a rule which is equally applicable to any shorthand outline.

The figure *eight*, in the list of shorthand numerals, is spelled in full. This should always be done when it is written alone, as in signs 53 to 55, and if it is the first numeral in a juncture with other characters, as in sign 70; but, when it is the second character, or in any instance where it is preceded by another figure, the vowel A is omitted from it and only the letter T used for 8. This adding of the letter A to 8 and its derivatives, 80 and 18, when written alone, furnishes a complete plan of distinction between the shorthand 80 and the letter A of our Alphabet. Note the difference between the outlines in signs 89 and 90.

Fractions are sometimes spelled in full, as in signs 81 and 83, but may be written, and should be ordinarily, as in signs 82 and 84 to 87; that is, just as one would unite the common Arabic fractions, omitting the lines which separate denominator and numerator in ordinary English-Arabic fractions, as such line is unnecessary.

Just as *one* when a word-numeral, occurring alone in a sentence, is spelled in full, as in sign 85 of Lesson VIII, so should any numeral be when alone in a sentence, *nine* being spelled with a letter N and hook-N above the line, etc., in such instances.

## PROPER NAMES AND INITIALS.

The writing in shorthand of proper names and initials being a necessary element to speed in shorthand, since no person can write a proper name in long-hand quickly enough to do verbatim reporting, particular directions are necessary respecting this important subject before concluding the instructions in these lessons. We, therefore, devote several lines of our Exercise to this, beginning with sign 91. The list of initials pretty thoroughly treats of that branch, and the writing of proper names was somewhat explained in an earlier lesson, but there is one point in particular that was not dealt upon—viz: the writing of vowels disjoined in those few instances where it may be advisable, such as in the name of *Pike*, sign 91; *Peck*, sign 92; *Boyd*, sign 94, and in other instances shown herein. The rules which have been given for making vowel junctures are sufficient for most purposes, excepting where the phonetic outline has been written without the visible vowel, in instances where the writer thought it unnecessary at the time, but wherein the writing of subsequent word-outlines caused the reporter to fear they



might clash with others before written, and he, therefore, has thought it advisable to turn back and insert the vowel. Where this is desired, the vowel can be inserted, as in the instances above illustrated, so long as it is placed between the consonants to which it is to be read, or at least directly after the consonant which immediately precedes it, as in signs 91, 92 and 94, so that it will be read immediately following the proper consonant. In those instances it is comparatively easy to do this, as it also is in the word *Price* in sign 97, but where the proper name written has been partially formed by a hook, and the vowel is to be read between the main consonant and the hook, then the vowel should be struck through the main consonant, which will indicate that it must be read immediately after the main consonant, and before the hook, just as the vowel E, struck through the letter P in outline for the word *Pierce*, in sign 96, is read after the P and before the hook R.

This will show the distinction between the word *Price* in sign 96, and the word *Pierce* in sign 97, aside from the difference in the vowel sound.

The vowel Ow may be written upward, when it is desired to write Hay downwards, but when Ow is written downwards, it is necessary to write Hay upward. This is illustrated in signs 106 and 107. Many other peculiarities are also illustrated in this Exercise respecting the writing of proper names.

A distinction should be made in some titles. For instance, *Miss* is of course written with the letter M and circle S above the line, as in sign 98, and *Mrs.* should be written as in sign 100, that is, with a Sez circle attached to the letter M, as this is the exact sound of that word, but for the word *Misses*, the plural of *Miss*, as it occurs very seldom, there should be a distinct form, and it is therefore written with two small circles-S attached to the letter M, as in sign 99. This will clearly distinguish *Mrs.* from *Misses*, which are both pronounced the same, and to which the context generally furnishes no key.

The word *Katie* is written several ways in this Exercise, sign 99 showing it with a vowel *ah* substituted for *a* to make a juncture.

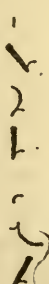
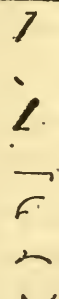


Some easily read words, names and titles are not vocalized either with visible vowel or position. See sign 93, etc., of Exercise.

All the substitutions of visible vowels for each other, as shown in this Exercise, are in accordance with the explanations regarding same, given in Lesson IV, to which the student is referred.

The principle of spelling the sounds of a letter by the union of visible characters, as described in Lesson III in regard to X and Q, extends also to the representation of all consonants when it is desired

to represent the initials of people's names, but not to the vowels. The Roman vowels A, E, I, O or U, when such vowels are used as the initials of personal names, are represented by our phonographic visible vowels, as in signs 98 and 104 in Exercise. But the names of the Roman consonants, when pronounced, always possess a broader sound, and therefore, when representing initials, should be actually spelled with visible signs, as: b-e, B; c-e, C; etc., etc., as in Exercise.

This spelling of the sound of letters when they are initials representing personal names, gives them a distinctive appearance and enables a reporter always to recognize an initial at a glance. Otherwise, a plain initial might be mistaken in hurriedly written phonography for a word. The following is the complete list:

| INITIALS.   |   |   |   |
|---|---|---|---|
|  |  |  |  |

SYLLABLE ABBREVIATIONS.

An efficient means of avoiding some very cumbrous written forms is that of abbreviating the phonographic outlines of a number of the prefixes and affixes of our language. And, as this method of syllable-abbreviation can be affected without the least sacrifice to legibility, it becomes a very important factor in rapid writing.

All works on phonography present this principle, but as most of the abbreviations recommended by their authors cannot be joined to the rest of the words of which they are a part, they therefore fail to give any extra speed in writing. The time saved by their abbreviation of form is lost by the time consumed in lifting the pen or pencil from the paper, in disjoining, it being a much slower method to write two disjoined characters than even a half dozen joined ones. The method taught herein, by being both abbreviated in form and easy of juncture, gives extra speed from two sources, besides relieving writers of the pos-

sibility, common to those old methods, of mistaking the disjoined portions of a word for separate words.

There are, of course, many more prefixes and affixes in use in our language than presented in the lists herein explained, but those not found here are either of very infrequent occurrence, or are ones not in need of abbreviation, such as the affixes *ly*, *ness*, etc., whose ordinary phonographic outlines are sufficiently brief in themselves.

## PREFIXES.

*Con*, *Com* or *Cog*. These short prefixes (as one is not at all likely ever to clash with either of the others) are represented by the same sign—the consonant outline K, which is joined as in signs 111 to 118 in Exercise. This use of the phonographic K to express the sounds of *con* or *com*, etc., when prefixes, is in accord with the construction of the word-abbreviation for the words *can* or *come*, which words the student will remember are also represented by the letter K. When the syllables *con*, *com* or *cog* are not prefixes, but occur between other syllables of a word, they may still be represented as though prefixes, as in signs 123 to 125. In words in which *con* and *com* occur together, it is best to write *con* in full as in sign 122 in Exercise. *Accom* is formed by adding a short-a to the letter K, of the prefix *com*, as in signs 119 to 121.

*Contra*, *Contri*, *Contro* or *Counter* are represented by a halved K in most cases. Signs 141 to 144. Exceptional instances are junctures with the letters K or Gay wherein the N hook is added to the prefix as in sign 145. In this instance the part of the prefix *count* is spelled, the prefix taking position of Ow.

*Circum* or *Self* are represented by the circle S, as in signs 148 and 153. When the circle S also begins the next syllable, as it does in *stance*, in the word *circumstance*, enlarge the S circle of *stance* to indicate the addition of *circum*, as in sign 149; write it within an initial hook, as in sign 147.

*For* and *Fore* are represented the same as the word *for* is expressed in list of Common Abbreviations in Lesson IX—i.e., by the phonographic letter F. Signs 155 and 156, this Exercise.

*In* and *Un*, when joined preceding the circle S, may be very conveniently expressed by a backward beginning hook, as in signs 157 to 166. *In*, as a word, may also be similarly indicated. Phrase 161 in Exercise.

*Intel*, *Inter*, *Enter*, *Intro* or *Under* are represented by a halved N joined as in signs 167 to 173.

*Magne*, *Magna* and *Magni* may be expressed in a few words, such

as *magnify*, *magnitude*, etc., by the phonographic consonant M, as in sign 174 to 177.

## AFFIXES.

*Ble*, *Bly* or *Bility* are represented by the phonographic stroke B, as in signs 180 to 183. *Bleness*, by joining a letter N and circle S to the letter B, as in sign 182.

*For* or *Fore* as affixes, and *Ful*, are indicated by the same sign as when prefixes. See signs 186, 187 and 194 in Exercise.

*Ful* or *Full* may be indicated by an F hook to some words, as in sign 188. N and a circle S can be added to this book to represent *fulness*, as in sign 189.

*Ing*, as an affix, is represented by the phonographic letter N, as in sign 196. *Ings* and *Ingly* are therefore properly written as in signs 200 and 201. To some halved characters, where the letter N nor Ng does not join well, it is preferable to attach a small horizontal curved line similar to the juncture of short-u and U, as in sign 203 in Exercise. The circle S can be attached to this hook when necessary, as in sign 204.

*Mental* or *Mentality* are each expressed by a halved M, terminating with an N hook, as in signs 209 and 210. *Ment* is, of course, written the same. See sign 208.

*Self* and *Someness*, as affixes, are represented by the same sign used for the prefix *self*—the circle S. Signs 211 to 215.

*Selves* and *Lessness* are represented by the Ses circle, as in signs 216 to 222 in Exercise.

*Ship*, as an affix, is represented by the phonographic letter Ish, as in sign 223, etc.

*Soever* is expressed by a joined circle S and an R. Signs 225 to 227 in Exercise.

*Ted*, as a concluding phonographic syllable, in instances wherein a halved letter T cannot well be joined, can be represented by the double tick shown in sign 230 in Exercise, such double tick somewhat resembling a juncture of two letters Hay, the first written upwards, and the second downward. *Ded* is indicated by shading the downward stroke of this tick, as in sign 231. When *ted* or *ded* can be spelled out, it is done as in sign 232.

## THE USE OF THE PREFIXES AND AFFIXES.

In making use of the phonographic prefixes and affixes students are probably more apt to lose sight of the two grand principles of phon-



graphic writing—sound-spelling and outline-brevity—than in any other range of practice. Hence the necessity for extra caution. Remember, the prefix for *com*, *con* or *cog* represents the sounds of those prefixes, not simply the letters; and therefore the sign for those prefixes may also represent the sounds for *conn* or *comm*, as in the word *commend*, which is therefore correctly written, as in sign 112 in Exercise, that word being phonographically spelled kom-end, according to the rule of brevity in word-outline.

Frequently the prefixes *com* or *con*, or the affix *ing*, may be altogether omitted from some words, the context being generally a sure indication of their omission. See signs 126 to 140 and others in Exercise.

Where one sign is used to express different prefixes or affixes (as K for *com*, *con* or *cog*, and B for *ble*, *bly* or *bility*) the groups are those in which there is no danger of mistaking which word the sign is intended for at the time.

The instances are very rare wherein words containing abbreviated prefixes or affixes can be phrased with other words; and, when done, the word containing the affix or prefix must occupy its proper place-position, no matter in what position the other words of the phrase are thus compelled to be placed. Furthermore, whether written alone or in phrases, all words containing abbreviated prefixes or affixes take position in accordance with the principal vowel sound contained in the main portion of the word, not the vowel-sound of the prefix or affix. Prefixes or affixes are only secondary to the rest of the words to which they may be attached, and are therefore subject to no particular position, occupying simply whatever position the rest of the word may give them by their own position. For instance, *contradict*, sign 141 in Exercise, is written in the first position to indicate the vowel sound of the syllable *dict*, thus compelling *contra* to be written above the line, even though the vowel sounds of *contra* are second-place ones. In brief, the prefixes and affixes are to be treated precisely as though they contained no vowel element whatever. Compare signs 111 and 112.

The prefixes in our language which are not given in abbreviated form in these lessons are spelled in full, and mostly they are such simple ones as that of *re* in *regret*, *regard*, etc., and these prefixes, like the others illustrated, must not be purposely given their vowel position, for the balance of the word is entitled to the position. For instance, in *regard*, the main portion of the word, the syllable *gard*, must have the position, as in sign 178, while *gret* takes position as in sign 179. This distinguishes clearly between those words, and the rule must be observed

in all dealings with prefixes, which never take their vowel-position except by accident, the rest of the word being entitled to the position. Were it not for this rule, one could never distinguish *regret* from *regard*, a very important matter.

In some words it may be somewhat difficult for the student to decide which prefix belongs to a word—for instance, whether the prefix *con* or *contri* should be written to the word *contribute*. In that word the difficulty is caused by the last vowel of *contri* not being very conspicuous, and also by the fact that *tribute* being a word of itself the student is therefore apt to think the prefix in this case should be *con*. This would be an erroneous impression, however, *contri* being the proper prefix. The rule is to use the briefest form consistent with legibility.

### PHRASE COMBINATIONS.

Beginning with signs 205, 206, 207 and 240 in this Exercise, and ending with sign 307, are given a number of phrase combinations, sometimes made up of word-abbreviations, joined often with unimportant words omitted, and sometimes abbreviated in an apparently arbitrary manner, the object being to gain an outline the most serviceable for speed with legibility, they representing, as a rule, phrases which are uttered very rapidly, and whose outlines in any other shape could not be written rapidly. They cover the entire field of political orations, sermons, legal arguments, and work where the utmost rapidity is absolutely essential, and, as they represent also the most readable forms, their position and outlines are strictly observed by all professional writers of importance, and should be learned as thoroughly and religiously as any principle in these lessons, or the word-abbreviations. Be sure, however, to make that portion of them halved which is shown as halved, keeping full-sized portions full-size where herein shown, observing carefully their position, as well as the size of their hooks, circles and loops. They are the best outlines for these combinations of words, look like nothing else than what they are, if correctly written, and thus furnish exact distinctions between each other, and between outlines which are not illustrated in any lessons, but which may happen unawares in actual work. They are of vast importance, both to speed and legibility.

Lest students should imagine that it is necessary for professional phonographers to allow a speaker to be a few words in advance of them, in order to write in their proper position the kind of phrases referred to in the preceding paragraphs on phrasing, the author would state that such a condition is not necessary. With a rapid speaker, such is natur-

ally the case, and then, it is by means of these beautiful phrase methods and abbreviations that a lagging shorthand writer is enabled to catch up with a speaker momentarily excited.

To further illustrate the explanation in last lesson respecting how, for purposes of phrasing, joined words are often written out of position, the student is referred to the phrase *I am glad*, sign 42 in Exercise to last lesson, wherein the word *glad*, although properly, according to its vowel, belonging on the line, is written, in such combination, above the line, because its position when joined is not important, and the word *am* must have the first position or it will clash with *may*, in most instances. This will explain why the word *course*, in the phrase *of course*, is written above the line in sign 47 in the Exercise to last lesson, it being necessary for the word *of* to have proper position. Signs 48, 56 and 64 of Exercise to last lesson, and which occur immediately under each other in that Exercise, illustrate this rule still more plainly. In each of those phrases the word *cases* occurs, and each time in a different position. In the first instance, *cases* is written above the line, because the word *in*, of that phrase *in all cases*, must have first position. In the third instance, sign 64 of the Exercise to last lesson, *cases* is in the third position because the word *some* of that phrase *in some cases*, must be written under the line or it will clash with *same*, sign 56, Exercise to last lesson.

Similar instances will be found in this lesson, as in sign 244, Exercise to this lesson, wherein, in the phrase *Son of God*, the word *God* which when alone is written in first position, is, in sign 244 of this lesson, written in the third position under the line, because the word *Son*, to be read, must have that position.

#### OMITTED WORDS.

One of the most frequently occurring words in the English language is the word *to*, and, as it requires almost as much time to write as a much longer word, the author, early in his professional experience, adopted a method by which *to* may frequently be indicated without being written. This is done by writing a succeeding word *near* the *lower* portion of the word immediately preceding *to* in a phrase. See signs 235 to 237 in Exercise.

When the word *to* begins a sentence, above plan does not, of course, apply, the word *to*, as the initiatory word of any sentence, being written as in the List of Word-Signs.

The oft recurring word *of* may be similarly indicated by writing the succeeding word *near*, but towards the *upper* portion of the preceding outline, as with signs 238 and 239.

Neither *to* nor *of*, however, should ever be invisibly indicated this way, save where the words between which they occur can occupy their proper position, with regard to the line of writing.

In some instances, as in such phrases as are represented by signs 240 to 251 of this Exercise, the indication of *of* or *of the* need not be considered, the other words of the phrase being written joined as if there were no *of* or *of the* in the phrase.

In phrases represented by signs 253 to 271 and 277 to 282, etc., etc., other words can be omitted without indication or without destroying legibility, their outlines being distinctive of themselves and not clashing with any others. Such outlines are really phrase-abbreviations and should be accepted as such.

### PUNCTUATION.

Professional shorthand writers punctuate by leaving spaces. Others more precise, make use, in particular work, of signs which cannot clash with their phonographic symbols. The vowel indication of other methods of shorthand writing make a substitution of extraordinary punctuational signs a necessity when punctuation is desired, but the uniformity of the word-building of Haven's Practical Phonography permits the use of all ordinary punctuation marks except the dash, the marks of parenthesis and the hyphen. The dash is, therefore, represented by a short waved line, the parenthesis by brackets and the hyphen by two small parallel lines. See sentence of sign 314 in Exercise.

The foregoing remarks apply solely to work done at leisure (business memoranda, etc.), there being, of course, no time in actual reporting for any punctuation marks whatever. Punctuation at time of reporting is done entirely by spacing, a space of about an inch-and-a-half serving for a period, a space of somewhat less than an inch doing duty for all the other ordinary marks, the hyphen not being indicated at all. All new paragraphs are commenced one inch from the left hand margin of the paper written upon, questions commencing one-and-one-half inches from same margin, the other lines of writing all commencing very near left-hand margin.

### REPEATED WORDS.

When a speaker repeats the same phrase several times in a sentence, the phonographer may make use of an extra long waved line to denote the repeated words in their re-occurrence instead of re-writing the words. See sentence shown by sign 318 in Exercise.



# EXERCISE XII.

1. c. 2. a. 3. c. 4. b. 5. a. 6. a. 7. b. 8. b. 9. / 10. / 11. / 12. a. 13. d. 14. p. 15. p.

16. / 17. / 18. r. 19. / 20. / 21. / 22. p. 23. r. 24. p. 25. / 26. / 27. b.

28. b. 29. p. 30. b. 31. / 32. b. 33. p. 34. / 35. d. 36. / 37. d. 38. b. 39. / 40. / 41. —

42. / 43. p. 44. — 45. / 46. / 47. / 48. / 49. b. 50. / 51. / 52. / 53. / 54. / 55. / 56. / 57. p.

58. p. 59. p. 60. / 61. / 62. p. 63. / 64. / 65. / 66. / 67. / 68. / 69. p. 70. b. 71. d.

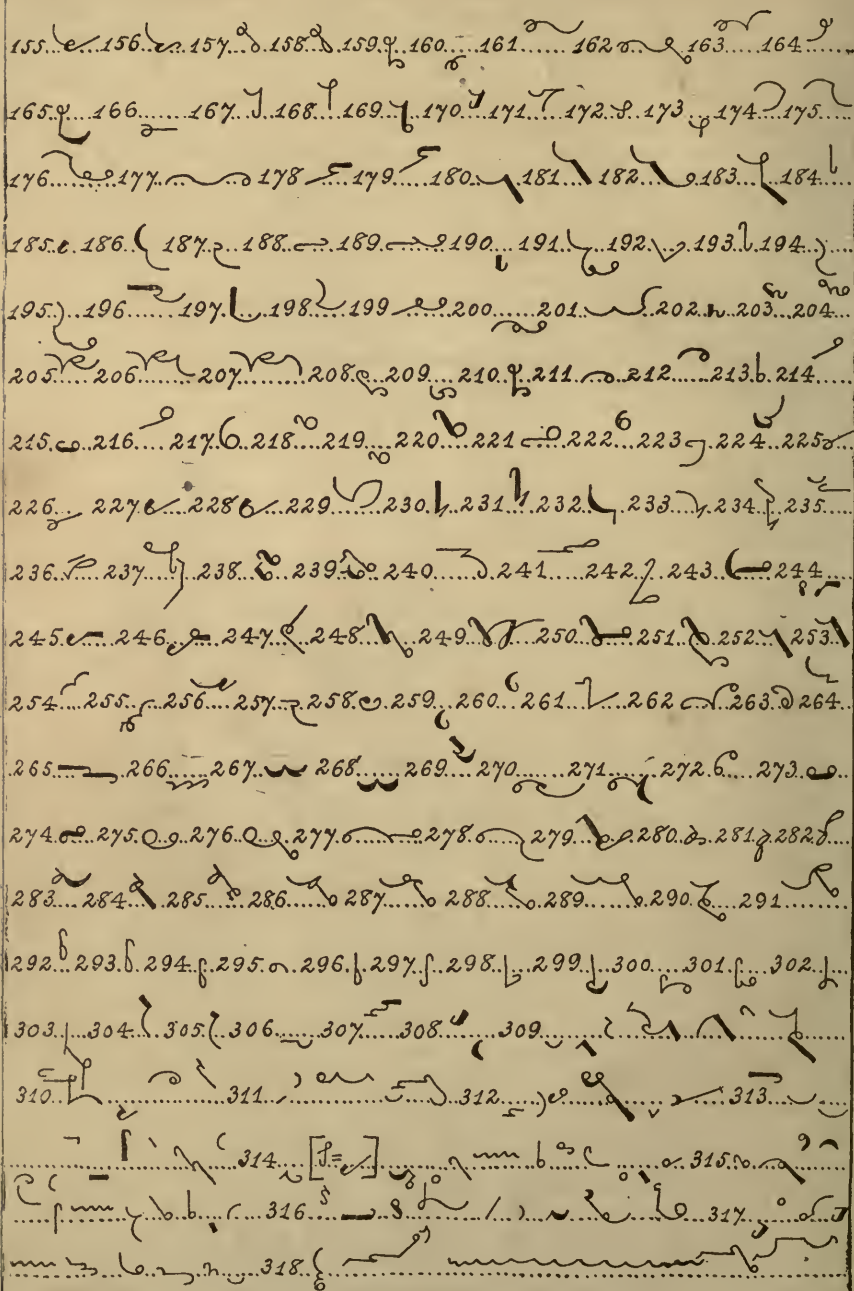
72. b. 73. b. 74. / 75. / 76. / 77. / 78. / 79. / 80. / 81. / 82. / 83. / 84. / 85. / 86. / 87. / 88. / 89. / 90. / 91. / 92. / 93. / 94. / 95. / 96. / 97. / 98. / 99. / 100. / 101. / 102. / 103. / 104. / 105. / 106. / 107. / 108. / 109. / 110. / 111. / 112. / 113. / 114. / 115. / 116. / 117. / 118. / 119. / 120. / 121. / 122. / 123. / 124. / 125. / 126. / 127. / 128. / 129. / 130. / 131. / 132. / 133. / 134. / 135. / 136. / 137. / 138. / 139. / 140. / 141. / 142. / 143. / 144. / 145. / 146. / 147. / 148. / 149. / 150. / 151. / 152. / 153. / 154.

# KEY XII.

1, one; 2, first; 3, twenty-one; 4, twenty-first; 5, two; 6, second; 7, twenty-two; 8, twenty-second; 9, three; 10, third; 11, thirtieth; 12, thirty-first; 13, the first; 14, thirty-second; 15, the second; 16, thirty-three; 17, thirty-third; 18, the third; 19, thirty-fourth; 20, thirty-fifth; 21, thirty thousand; 22, thirty hundred; 23, thirteenth; 24, thirteen thousand; 25, fourth; 26, four thousand; 27, four hundred; 28, fourteenth; 29, fourteen thousand; 30, fortieth; 31, forty thousand; 32, forty hundred; 33, forty hundred thousand; 34, fifth; 35, five hundred; 36, five thousand; 37, fifteenth; 38, fifteen hundred; 39, fiftieth; 40, fifty thousand; 41, sixth; 42, sixteenth; 43, sixteen thousand; 44, sixtieth; 45, seventh; 46, seventy-five; 47, fifty-five; 48, seventeenth; 49, seventeen hundred; 50, seventieth; 51, seventy thousand; 52, seven thousand; 53, eighth; 54, eightieth; 55, eighteenth; 56, ninth; 57, 908; 58, 980; 59, 918; 60, 919; 61, nineteenth; 62, 19,000; 63, nine hundred; 64, ninetieth; 65, tenth; 66, eleventh; 67, twelfth; 68, hundredth; 69, hundred thousand; 70, 805; 71, 508; 72, 430; 73, 403; 74, 34,569; 75, \$4.59; 76, £9. 3s. 6d.; 77, 684)5,917,320(8,651 1-19  
5,472

|     |               |     |        |               |                       |
|-----|---------------|-----|--------|---------------|-----------------------|
|     |               |     | 80,    | 79,685        | <u>2,453</u>          |
|     |               |     |        | 1,423         | 4,104                 |
| 78, | 246           | 79, | 29,468 |               |                       |
|     | 359           |     | 15,379 | 239,055       | 3,492                 |
|     | 178           |     |        | 1,593,70      | 3,420                 |
|     | <u>      </u> |     | 14,089 | 31,864,0      | <u>      </u>         |
|     | 783           |     |        | 79,685        | 720                   |
|     |               |     |        | <u>      </u> | 684                   |
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|     |               |     |        |               | 36) <u>      </u> = — |
|     |               |     |        |               | 684 19                |

81, half; 82, 1-2; 83, quarter; 84, 1-4; 85, 3-4; 86, 7-8; 87, 5-18; 88, Box 18; 89, Box 80; 90, Drawer A; 91, H. V. Pike; 92, Charles G. R. Peck; 93, Sir Robert Beale; 94, J. George Boyd, Esq.; 95, Mr. Henry X. Train; 96, Alexander S. Pierce; 97, Messrs. B. & F. Z. Price; 98, Miss Katie I. Coombs; 99, Misses Sarah and Katie Y. Marr; 100, Mrs. Louisa N. Tott; 101, Anthony T. W. Shirley; 102, Island of Cuba; 103, Commodore Coots; 104, Ada O. L. Dawn; 105, Teresa M. Q. Chawter; 106, Maria E. C. Howe; 107, Sophia P. Howe; 108, Isaac D. Hugg; 109, Frank K. Stowe; 110, Gertrude U. Hoover; 111, command; 112, commend; 113, compassion; 114, concurrent; 115, confession; 116, confuse; 117, confusion; 118, cognate; 119, accommodate; 120, accommodation; 121, accompany; 122, concomitant; 123, decompose; 124, misconstrue; 125, unaccompanied; 126, commence; 127, commenced; 128, commences; 129, complete; 130, completion; 131, consider; 132, consideration; 133, considerate; 134, constituent; 135, constitute; 136, constitution; 137, recognize; 138, recognition; 139, recommend; 140, recommendation; 141, contradict; 142, contribute; 143, contribution; 144, controvert; 145, counteract; 146, counterfeit; 147, circumflex; 148, circumjacent; 149, circumstance; 150, circumstances; 151, self-evident; 152, self-esteem; 153, selfish; 154, forfeit;



155, forswear; 156, forewarned; 157, in (the) experience; 158, inexperienced; 159, instrumental; 160, insult; 161, in seeming; 162, in as many as possible; 163, unseemly; 164, unselfish; 165, unstrung; 166, unscrew; 167, entertain; 168, interest; 169, introduce; 170, intelligent; 171, intellectual; 172, understand; 173, understood; 174, magnesia; 175, magnify; 176, magnificence; 177, magnanimous; 178, regard; 179, regret; 180, nobly; 181, feeble; 182, feebleness; 183, instability; 184, whatever; 185, whoever; 186, therefore; 187, wherefore; 188, careful; 189, carefulness; 190, doubtful; 191, faithfulness; 192, powerful; 193, truthfully; 194, useful; 195, usefulness; 196, beginning; 197, doing; 198, seeing; 199, racings; 200, musings; 201, knowingly; 202, owing; 203, building; 204, spreadings; 205, everlasting; 206, everlasting life; 207, everlasting love; 208, supplement; 209, fundamental; 210, instrumentality; 211, himself; 212, myself; 213, itself; 214, yourself; 215, gladness; 216, yourselves; 217, themselves; 218, of ourselves; 219, to ourselves; 220, by ourselves; 221, carelessness; 222, thoughtlessness; 223, courtship; 224, friendship; 225, wheresoever; 226, whensoever; 227, whosoever; 228, whosoever; 229, fellowship; 230, dated; 231, dreaded; 232, freighted; 233, voted; 234, plentitude; 235, not to call; 236, right to the last; 237, sensitive to the touch; 238, habits of birds; 239, efforts of the press; 240, Kingdom of Heaven; 241, Kingdom of Christ; 242, Church of Christ; 243, Throne of Grace; 244, Son of God; 245, Word of God; 246, Works of God; 247, choice of the people; 248, member of the press; 249, members of the Legislature; 250, members of Congress; 251, members of Parliament; 252, not to be; 253, not to have been; 254, little by little; 255, insult upon insult; 256, in the world; 257, on account of the fact; 258, on the one hand; 259, on the other hand; 260, on either hand; 261, on the contrary; 262, more or less; 263, every one of us; 264, off and on; 265, again and again; 266, around and around; 267, hand in hand; 268, underhand; 269, behind-hand; 270, some one or other; 271, somehow or other; 272, as well as; 273, as good as; 274, as great as; 275, as soon as; 276, as soon as possible; 277, as a matter of course; 278, as a matter of fact; 279, the best and worst; 280, the first and second; 281, the first and last; 282, the first and least; 283, the first thing; 284, the first subject; 285, the first position; 286, in the first place; 287, in the second place; 288, in the third place; 289, in the next place; 290, in the last place; 291, in the least place; 292, at least; 293, at last; 294, utilized; 295, has met; 296, at first; 297, at length; 298, at the rate of; 299, at any rate; 300, at all times; 301, at all events; 302, at the same time; 303, at the present time; 304, between them; 305, although; 306, could not; 307, A creature of God; 308, Gentlemen throughout; 309, To-night the beauty of that heavenly body will be particularly noticeable; 310, According to custom the world means the people; 311, The establishment is not in the nature of a corporation; 312, An accurate use of words is indispensable to the orator; 313, Begin no new movement without quite a good deal of proper thought; 314, The foundation (the stone-work) under the house was poor—its consequent fall was about certain; 315, Opportunities must be seized immediately, if at all—after they pass, it is too late; 316, The plaintiff gave subsequent testimony which astonished the hundred opposing witnesses; 317, The agent is certainly a gentleman—I cannot account for his action toward you to-night; 318, They were once the conquerors of the East—they were once the keepers of the Shekinah.



## COLLECTION NO. 1.

OF HAVEN'S SELECTED LISTS OF

# ACTUAL - BUSINESS - LETTERS.

Containing all the Ordinary Words, Terms and Phrases Occurring in Actual Business, Arranged for Shorthand and Typewriting Practice, with Words Counted and Numbered for Timing Speed.

### 100 Letters—Price 10 Cents.

[EXPLANATION.—Every twenty-five words are marked (25), (50) or (75) and every hundred words are shown by black figures, (1), (2), (3) etc., representing 100, 200, 300, etc., respectively. Such figures are not to be read as part of the letters.]

1. Dear Sir: We cannot be guided by what those houses may be willing to do, as it was our option to have you ship the (25) goods to whoever we desired, and as said once before, we wrote you that we would prefer you to turn them over to someone else. (50) We have done the very best we could for you and really see no occasion for any reduction, or any ill feeling on your part. (75)

2. Gentlemen: We still feel that it would benefit your goods to put them on the rebate plan in Canada. We have spoken to two or (1) three dealers, and find their views coincide with ours on this point. Our idea is if you proposed it, all would at once cordially fall [25] in line. Messrs. H. M. Sweitzer & Co. have not had the slightest hitch, since they began it, that we have heard of, and we [50] sell large lots of goods with perfect satisfaction, and no trouble as to prices.

3. Gents: We are in receipt of a bill Oct. 9th, for (75) goods amounting to \$30.00. We are informed that these goods were ordered by the Wright Mercantile Co. of your agent here and there is (2) no excuse whatever for your charging them to us. The Wright Mercantile Co. is a sub-let department in our store and is entirely responsible for (25) goods sold to them, but it is of course a great deal of trouble and confusion to have our accounts mixed up with theirs and (50) we will not permit it under any circumstances. Very respectfully,

4. Gents: Enclosed herewith we send you the bill of cloaks delivered to your department in (75) our store and charged to W. P. & Co. We do not see what necessity there is for doing any thing of this kind, and, (3) on the other hand, it causes confusion in our office. We have nothing to do with this maker and we trust you will omit sending (25) us bills of this sort hereafter or charging goods belonging to your department in the store, or buying goods in our name to be delivered (50) to your department. Respectfully,

5. Dear Sir: We have your favor of the tenth inst., referring to an order given you for business cards of our (75) company, by a man purporting to be our agent under the real or assumed name of Cook, on receipt of which we wired you his (4) description and have just a reply. We are unable to identify the man from the description you have kindly given, but from his youth we (25) would judge him to be a new adventurer in the field, who is getting up his stationery and making other preparations to become a professional (50) swindler under the guise of a traveling man. We hope soon to be advised of his detection and arrest. Yours very truly,

6. Dear Sir: In [75] order for us to check up the articles you wrote and which are unpaid for, we must receive from you a list of the titles [5] of the articles in question. Please furnish us with same promptly and oblige.

7. Dear Sir: We certainly must request you to send at once for (25) the note returned to you. Money is very tight now and we must make collections. Please attend to this at once and oblige.

8. Dear Sir: (50) I send you by return mail a catalogue. The only young stla-

# ARRANGEMENT NO. 1

## OF HAVEN'S SELECTIONS OF

### ACTUAL - COURT - TESTIMONY,

Containing the Ordinary Words, Terms and Phrases used in General Court Trials  
Arranged for Shorthand and Typewriting Practice, with Words  
Counted and Numbered for timing speed.

10,000 Words--Price 10 Cents.

[EXPLANATION.—In this printed court testimony only such omissions and changes have been made as were considered necessary to disguise the identity of the parties to the suit. Each 25 words are numbered [25], [50] and [75]; every hundred words being indicated by the black figures [1], [2], [3], etc. Such figures are not to be considered as any part of the reading matter.]

#### MORNING SESSION.

B. C. STARR, a witness for the prosecution, being duly sworn, testified as follows:

#### DIRECT EXAMINATION.

By U. S. Attorney Winn: Mr. Starr? [25] what is your business? A. I am an employe of Clarence Carter.

Q. Do you know S. F. Markham? A. I do.

Q. What was his business at that [50] time? A. He was also employed by Mr. Carter.

Q. Do you know Mr. Smith, the assistant general freight agent of the Minnesota Railroad? A. I do.

Q. And [75] Mr. Winters, who was the Carmine line agent? A. Yes, sir.

Q. What was his official title? A. Agent of the Carmine Line and Minnesota Railroad.

Q. And Mr. [1] Norton, did you know him? A. Yes, sir.

Q. And Mr. Green? A. Yes sir.  
The Court. Whose employ was Norton in? A. He was local agent of the [25] Minnesota Railroad.

Mr. Winn: What was Green's position? A. Contracting agent of the Minnesota Railroad.

Q. What was Carter's business? A. Grain business.

Q. Well, in what way? What [50] was he doing with grain? A. He was a shipper of grain.

Q. Did he own any elevators or operate any? A. Yes, sir.

Q. What elevators? A. He was [75] manager of the St. Paul elevator.

Q. Where is that elevator located? A. Near Corwith, on the St. Paul road.

Q. Where is that? A. I could not say [2] exactly where it is. It is about five miles out of Chicago.

Q. Will you state to the court whether at any time along in the [25] fall of 1888 you had any conversation with Smith or any of the other defendants in this case—Mr. Winters or Mr. Norton [50]—respecting the shipping of grain belonging to Carter from New York? A. Yes, sir; I did.

Q. Just tell the jury in your own way briefly, the [75] history of that whole conversation or arrangement, whatever it was you had with these men or any of them? A. The arrangement that we had with [3] Mr. Smith, who was assistant general freight agent of the Minnesota Railroad, was simply to haul grain from Chicago on what would be their proportion [25] of the through rate.

Q. On what? A. On their proportion of the through rate.

Q. Through rate from where? A. Their proportion—

Q. Well, through rate from where? A. From [50] New York—from 110 per cent. points.

The Court: From what points? A. Any Eastern point that their line made.

Mr. Winn: At their proportion [75] of the through rates from 110 per cent. points? A. Yes, sir.

Q. What grain did that refer to—grain originating where? A. Grain originating in Chicago [4]—in elevators, on

prise deserves?

I trust their report [75] will receive your most careful attention, and that their recommendation will command the substantial approval which they so eminently merit, because of their untiring devotion [96] to the interests of the cause.

But, gentlemen, ignoring the consideration of self-interest, are we not bound in honor to support this company, whose [25] officers will to-day clearly demonstrate to you not only that they have done a successful business, but that they are worthy of your unreserved confidence [50] and cordial co-operation. I do not hesitate to say that I should esteem it a stain upon our good name should we fail heartily to [75] stand by this Child of our Association.

The favorable decision rendered by Judge Hammond, in the United States Circuit Court in Western Tennessee, in April [97] last, after a third trial, in the case of the Mansfield Drug Company vs. three eastern companies, is of vital interest to the entire drug [25] trade of the country, involving as it did, the hitherto untried issue of the liability of insurance companies for proprietary or compounded medicines prepared by [50] druggists. The trade is certainly under no small obligations to Messrs. Mansfield & Co. for their tireless efforts in bringing the question to a final [75] test, and it is sincerely hoped that the decision will prove to the insurance companies at once a rebuke and a lesson. It is due [98] to the Druggists' Mutual Insurance Company to say, that it paid its loss promptly in this case as in every other.

The report of the [25] Committee on Proprietary Goods, always one of the most important, will naturally elicit your closest attention. Even the man who was once arbiter of the [50] destinies of Europe, the great Napoleon himself, met his Waterloo; but defeat is a word unknown in the vocabulary of the able and vigilant chairman [75] of that Committee, to whose unwearied energy we may attribute the comparatively few complaints of violation of the contract plan. Sincere gratitude is also due [99] to the proprietors who have so faithfully stood by the committee, aiding it by both word and work. The few leading manufacturers who are still [25] without the fold we hope will yet see the fairness of the plan, and I respectfully recommend the incoming committee to persevere in the effort [50] to secure the co-operation of the few recalcitrants not now committed to the contract plan—a system which, while it scarcely affords even a fair [75] profit for handling their goods, considering the great expense in conducting the business, not only affords a just protection to the manufacturer, but at the [100] same time results in good alike to the consumer and the dealer.—(10,012 words.)

☛ The foregoing 10,000 words of convention report represent a supplement to Haven's Complete Manual of Typewriting. See advertisement below.

**100 MISCELLANEOUS LETTERS 10c.**  
**ACTUAL BUSINESS**  
Arranged for Shorthand and Typewriting practice, with words counted and numbered for timing speed, like above convention report, will be sent by C. HAVEN, Room 17, Tribune Bldg., Chicago, Ill., on receipt of

**10,000 WORDS OF ACTUAL COURT TESTIMONY 10c.**  
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**ALL THE ABOVE** letters, testimony and convention practice, and much more, together with a complete set of Haven's easy and self-teaching 300 Words a Minute Shorthand Lessons will be sent FREE to every purchaser of Haven's Complete Manual of Typewriting, endorsed by the New York Herald, Philadelphia Press, Boston Herald, and other leading Eastern and Western dailies, and hosts of practical operators, as "The only complete work on Typewriting published."

The Manual contains fac-simile specimens of typewriter work of every kind—epistolary, society, legal, journalistic, and commercial—accompanied by perfectly clear explanations descriptive of each specimen, its execution in detail, spacing, centering of lines, rules of contrast, etc., most of the points being found to be both new and useful to even the most expert operators. Whether you are teacher, expert, learner, or about to learn typewriting—no matter what make of machine you favor—you cannot afford to be without a copy.

Price.—\$2.00 to the public—but \$1.33 to anyone who, when they send the money, will tell where they saw this advertisement. Remit to C HAVEN, Tribune Bldg., Chicago, Ill.



## ITEMS.

Queen Victoria is the latest convert to typewriting. She is so pleased with this work that nowadays all orders, lists of guests, etc., in connection with the royal household are written by one.

## SURE RECIPE.

He was warned against the woman—

She was warned against the man,

And, ef that won't make a weddin',

Wy, they's nothin' else that can.

*James Whitcomb Riley.*

## BENEFIT OF BENEFIT COMPANIES.

"He has failed, has he? Extravagant living, I suppose?"

"No; you see he belonged to a number of benefit organizations and the assessments broke him."—*New York Press.*

# Typewriters !

New or Second hand of all makes, bought, sold, exchanged and repaired. Also rented anywhere in the country. Largest Stock in America. Not run by a Typewriter Manufacturer. Send for New Illustrated Catalogue describing all Machines. GERBER'S SUPPLIES.

## NATIONAL TYPEWRITER EXCHANGE

200 LaSalle Street,

CHICAGO.

## ADVERTISING.

IF you wish to advertise anything anywhere at any time write to GEO. P. ROWELL & CO., No. 10 Spruce St., New York.

EVERY one in need of information on the subject of advertising will do well to obtain a copy of "Book for Advertisers," 368 pages, price one dollar. Mailed, postage paid, on receipt of price. Contains a careful compilation from the American Newspaper Directory of all the best papers and class journals; gives the circulation rating of every one, and a good deal of information about rates and other matters pertaining to the business of advertising. Address ROWELL'S ADVERTISING BUREAU, 10 Spruce St., N. Y.

## The Caligraph.



—SEND FOR CATALOGUE.—

S. F. Powell & Co.,

NORTHWESTERN AGENTS,

185 LA SALLE ST., CHICAGO.

Mention this advertisement.

**100 MISCELLANEOUS ACTUAL BUSINESS LETTERS 10c.**  
Arranged for Shorthand and Typewriting practice, with words counted and numbered for timing speed, will be sent to any address by C. HAVEN, TRIBUNE BUILDING, CHICAGO, ILLINOIS, on receipt of

**10,000 WORDS OF ACTUAL COURT TESTIMONY 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**10,000 WORDS OF ACTUAL CONVENTION PROCEEDINGS 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**ALL THE ABOVE** Letters, testimony and convention practice, and much more, together with a complete set of Haven's easy and self-teaching 300 Words a Minute Shorthand Lessons will be sent **FREE** to every purchaser of Haven's Complete Manual of Typewriting, endorsed by the New York Herald, Philadelphia Press, Boston Herald, and other leading Eastern and Western dailies, and hosts of practical operators, as "The only complete work on Typewriting published."

The Manual contains fac-simile specimens of typewriter work of every kind—epistolary, society, legal, journalistic, and commercial—accompanied by perfectly clear explanations descriptive of each specimen, its execution in detail, spacing, centering of lines, rules of contrast, etc., most of the points being found to be both new and useful to even the most expert operators. Whether you are teacher, expert, learner, or about to learn typewriting—no matter what make of machine you favor, you cannot afford to be without a copy.

**Price.**—\$2.00 to the public—but \$1.33 to anyone who, when they send the money, will tell where they saw this advertisement. Remit to C. HAVEN, Tribune Bldg., CHICAGO, ILL.



# HAVEN'S POPULAR MOCK LETTERS.

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o l l e h r o m e s t w d b l b

(1st day.)

MONDAY, JANUARY 2d, 1870.

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*Messrs. Wilson Bros., Burksville, Ala.*

GENTLEMEN:—Please send the statement of unpaid bills which you have against us up to date, and greatly oblige.

Respectfully yours.

---

*Messrs. Dennison & Lawrence, Dovepark, Clark Co., Ark.*

GENTLEMEN:—We return bill dated February 28, amount \$8.75.

We presume that these goods were bought by the Wiley Mercantile Co.; they were never ordered by us.

---

(2nd day.)

TUESDAY, FEBRUARY 1st, 1871.

---

*Mr. J. B. Black, 410 S. 15th St., Oakland, Cal.*

DEAR SIR:—We have received bill of \$24.00 for advertising in Oakland Telegraph, and presuming it to be all right, have paid it.

Please let me know by return mail, if it be correct.

---

*St. Joseph's Savings Bank, Denver, Colo.*

GENTLEMEN:—The enclosed bank book and documents were picked up in our store to-day. Will you please see that they are returned to the owners, as we do not know where to address them?

Very truly yours.

---

(3rd day.)

WEDNESDAY, MARCH 3rd, 1872.

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*Messrs. T. Lewis & Son, Box 1213, New Haven, Conn.*

GENTLEMEN:—We enclose letter from party in New Sharon. We have sent him catalogue and referred him to you for prices and terms.

Hoping that you may be able to secure his custom, we remain,

Yours truly.

---

*Mrs. Christine Martin, Rockland, Del.*

DEAR MADAM:—We are in receipt of notice from the American Express Co., stating that the package sent you of laces and embroideries is at their office in your town unclaimed.

Please oblige us by calling on them for same.

---

(4th day.)

THURSDAY, MARCH 4th, 1873.

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*Messrs. Wilson Bedloe & Son, Freeport, Fla.*

GENTLEMEN:—We have received several orders from local customers for you. What are your best discounts?

Please notify us and we may give you a trial order and perhaps do considerable business with you if prices are right.

---

*The H. B. Howe Co., Savannah, Ga.*

GENTLEMEN:—Goods ordered on the first instant have been received, and must say that we are very much surprised and disappointed in them. The stock and finish is very poor and we cannot use them at any price. They are nothing like samples shown us. What shall we do with them?

---

Handwritten shorthand notes on a set of three horizontal lines. The text is written in a cursive, shorthand style, likely representing a specific dialect or a shorthand system. The first line begins with a large, stylized letter 'H'.

Handwritten shorthand notes on a set of three horizontal lines. The text continues the shorthand system, with various loops and strokes.

Handwritten shorthand notes on a set of three horizontal lines. The text continues the shorthand system, with various loops and strokes.

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Handwritten shorthand notes on a set of three horizontal lines. The text continues the shorthand system, with various loops and strokes.

(5th day.)

FRIDAY, APRIL 5th, 1874.

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*Messrs. Bissett & Co., 25 Nattan St., Chicago, Ill.*

GENTLEMEN:—We have your letter of the 3d instant, and note contents. We sent the seventeen cases of goods to the Indianapolis parties as directed, and forwarded them also the bill of lading.

They have undoubtedly received them before this.

---

*Mr. A. R. Johnson, Memphis, Ind.*

DEAR SIR:—We have your favor of the 4th instant, ordering shade rollers, and have shipped same to-day.

We cannot send with them the full assortment of brackets named, as some of the sizes are out of stock, but we will have them in a few days, and will forward them to you then. Yours truly.

---

(6th day.)

SATURDAY, APRIL 6th, 1875.

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*Messrs. Hanford & Sons, Limited, Waverly, Iowa.*

GENTLEMEN:—Your favor of the 5th instant, and also sample brush at hand. The brush apparently is well made, and we shall be pleased to try same. While your price is above what we are paying, yet it is possible the goods are a little better. If we so conclude, we may at an early date try a sample gross of your goods.

---

*Martin H. Green, Esq., Garnett, Kas.*

DEAR SIR:—Your note for \$100, due March 26th, has been sent to the First National Bank for collection, and returned endorsed, "No funds." We regret this very much as we need the money, and shall be pleased to have some explanation of the reason you have in not paying this note. We shall expect remittance by return mail. Respectfully.

---

(7th day.)

MONDAY, MAY 10th, 1876.

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*Messrs. Planchett & Nephew, 4221 25th St., Louisville, Ky.*

GENTLEMEN:—We have received your letter in which you state that hereafter all of our bills will be post-dated sixty days. We were not informed of this fact by our buyer until yesterday, after we had sent you settlement.

We are obliged to you for calling our attention to this fact, and hereafter shall make our settlements accordingly.

---

*The Farwell-Parsons Co., P. O. Drawer 391, New Orleans, La.*

GENTLEMEN:—Answering your favor of the 9th instant, we beg to reassert that the goods sent us were not up to the standard, and we cannot use them. We do not wish a discount on price, for the goods are not what we want. We want the goods we ordered and none others. As you gave us no instruction what to do with these, we have returned them by freight yesterday.

Very truly.

---



## RELIEF FOR THE WEARY TYPEWRITER.

After many years of experiment and appreciation of the defects of all previous writing machines there has been at last placed upon the market one which is free from every objection applicable to other machines; one which it is a pleasure to operate; which does the best of work; which has a touch, the ease and softness of which is unapproachable and therefore the speed unlimited; such machine being the SMITH PREMIER, the monarch of all typewriting instruments at the present day, and destined to be the standard of the future as it is to-day the best in the market.

The history of the SMITH PREMIER TYPEWRITER, while a brief one, has been replete with successes from the day it was first introduced. The best testimony that can be given in favor of any typewriting machine is that which has practically no interest in the success of any particular machine and which emanates from those who have never practiced upon any.

Lest this last claim be disputed, let us state that the person who by years of practice has become very familiar with the touch and the plan of using a certain machine grows so accustomed to it that it is apt to blind his or her eyes to the advantage of another machine, just as persons who having for years held their pen in a cramped position cannot see the benefit of the plan taught by the best teachers of penmanship. There seems to be a growth of the hand to certain ways of doing certain things, and as it is difficult for a penman using the cramped style of holding the pen to change to the easy flowing style, so it is difficult for a person familiar with an ancient typewriter to always see the advantages of a new one, but place a number of students, who are unfamiliar with any machine, at work upon a number of different kinds, allowing them to try them all and adopt that which they may naturally be led to prefer, and in such a test the machine which the majority will select will assuredly be the most convenient, easiest operated, and which does the most perfect work, because beginners, if of mature age, with their vision not accustomed to looking at bad typewriting, will criticize more thoroughly than one who has become blind to the defects of poor typewriting, therefore beginners will pick out naturally the machine which does the best work and is the easiest to operate, the most convenient to adjust, in fact the one which in every way would be the best. Their judgment would be unprejudiced, since in the majority of cases they would not know which machine would do them the most good. In such tests as these made in business colleges, notably the Underhill College at Rochester, N. Y., the Bryant & Stratton College, at Buffalo, and other institutions throughout the country, where the students have had an opportunity to use the other machines if they desired to, they have invariably preferred the SMITH PREMIER TYPEWRITER, both for the kind of work, ease of touch and other particulars mentioned, and when we add to these evidences the fact that even experts on other machines have, after investigation, stated their belief that the SMITH PREMIER was far in advance of any other on the market and twenty years ahead of its time, we must naturally conclude that this combined evidence means a great deal. It is a fact that the people who are buying new machines are buying more SMITH PREMIER TYPEWRITERS than any other in the market, because, as compared with all others, it is just what its name implies—the PREMIER—the best in every way.

## COLLECTION NO. 1.

OF HAVEN'S SELECTED LISTS OF

# ACTUAL = BUSINESS = LETTERS.

Containing all the Ordinary Words, Terms and Phrases Occurring in Actual Business, Arranged for Shorthand and Typewriting Practice, with Words Counted and Numbered for Timing Speed.

### 100 Letters—Price 10 Cents.

[EXPLANATION.—Every twenty-five words are marked (25), (50) or (75) and every hundred words are shown by black figures, (1), (2), (3) etc., representing 100, 200, 300, etc., respectively. Such figures are not to be read as part of the letters.]

1. Dear Sir: We cannot be guided by what those houses may be willing to do, as it was our option to have you ship the (25) goods to whoever we desired, and as said once before, we wrote you that we would prefer you to turn them over to someone else. (50) We have done the very best we could for you and really see no occasion for any reduction, or any ill feeling on your part. (75)

2. Gentlemen: We still feel that it would benefit your goods to put them on the rebate plan in Canada. We have spoken to two or (1) three dealers, and find their views coincide with ours on this point. Our idea is if you proposed it, all would at once cordially fall [25] in line. Messrs. H. M. Sweitzer & Co. have not had the slightest hitch, since they began it, that we have heard of, and we [50] sell large lots of goods with perfect satisfaction, and no trouble as to prices.

3. Gents: We are in receipt of a bill Oct. 9th, for (75) goods amounting to \$30.00. We are informed that these goods were ordered by the Wright Mercantile Co. of your agent here and there is (2) no excuse whatever for your charging them to us. The Wright Mercantile Co. is a sub-let department in our store and is entirely responsible for (25) goods sold to them, but it is of course a great deal of trouble and confusion to have our accounts mixed up with theirs and (50) we will not permit it under any circumstances. Very respectfully,

4. Gents: Enclosed herewith we send you the bill of cloaks delivered to your department in (75) our store and charged to W. P. & Co. We do not see what necessity there is for doing any thing of this kind, and, (3) on the other hand, it causes confusion in our office. We have nothing to do with this maker and we trust you will omit sending (25) us bills of this sort hereafter or charging goods belonging to your department in the store, or buying goods in our name to be delivered (50) to your department. Respectfully,

5. Dear Sir: We have your favor of the tenth inst., referring to an order given you for business cards of our (75) company, by a man purporting to be our agent under the real or assumed name of Cook, on receipt of which we wired you his (4) description and have just a reply. We are unable to identify the man from the description you have kindly given, but from his youth we (25) would judge him to be a new adventurer in the field, who is getting up his stationery and making other preparations to become a professional (50) swindler under the guise of a traveling man. We hope soon to be advised of his detection and arrest. Yours very truly,

6. Dear Sir: In [75] order for us to check up the articles you wrote and which are unpaid for, we must receive from you a list of the titles [5] of the articles in question. Please furnish us with same promptly and oblige.

7. Dear Sir: We certainly must request you to send at once for (25) the note returned to you. Money is very tight now and we must make collections. Please attend to this at once and oblige.

8. Dear Sir: (50) I send you by return mail a catalogue. The only young stla-

lion I have for sale is Coxwain; he is very speed-promising and will (75) probably be about 2:15 to 2½. He is compact and sinewy, of good form and most excellent quality, built and gaited just [8] like his sister, Fanette, and doubtless will be as fast as she is. She was only in four races last season, getting a record of (25) 2:32 as a three-year-old, an authentic trial of 2:25, and will lower her record this year if nothing happens. (50) I will sell him for \$500. Yours,

9. Dear Sir: We beg to call special attention to our department for the distribution of all (75) kinds of advertising matter, such as circulars, pamphlets, cards, calendars, samples of merchandise, etc. The dissatisfactory manner in which a great deal of this work [7] has been done in the city has prevented many firms from going into this branch of advertising, so we have devised a system of shadowing, (25) with the employment of a better class of men than is usual, which will, we think, give satisfaction to our patrons and ourselves. If you (50) are in want of any distribution and will drop us a line, we will at once call upon you and give you any particulars you (75) may desire.

10. Gentlemen: We enclose, with thanks, receipt for \$786, (seven hundred and eighty-six dollars) received in yours of the 18th. Did you intend that [8] this amount should balance particular bills? Please let us know, and oblige. Yours truly,

11. Dear Sir: We must know what you are going to do (25) about the Wallace contract. We shall certainly place the note in an attorney's hands if not settled at once. Yours truly,

12. Gentlemen: Terms on your (50) invoice of Oct. 30, are not correct. They should be as of Dec. 31st, 7 per cent. off 30, 90 days dating. Please correct (75). Yours truly,

13. Gentlemen: The Railroad Co. notified us yesterday that the goods for B. M. Smith & Bro. arrived yesterday. The cars went forward on (9) Sept. 6, so the goods have arrived too late. What do you wish us to do with them? Please instruct by return mail. Yours truly, (25)

14. Gentlemen: In reply to your favor of the 15th, the information given you by our Mr. Land is all the information we have. Mr. Silberman (50) promised him to settle at forty cents, and to do so immediately, after Mr. Land's visit upon him. He has failed to make good his (75) word, so that is all we can say about it. Yours truly,

15. Dear Sir: In order to give our customers who are interested in the (10) paint trade an opportunity to learn what others have done with these goods, we invite druggists who deal in paints to write us short letters (25) on their experience in handling paints and varnishes. Each letter must be headed "Experience in Paints." It must not be over one column of our [50] paper in length, and must reach us before March 1st next. For the best letter giving points on this trade we will pay the writer (75) ten dollars (\$10.00) in cash. Let us hear from every one who handles these goods. We want good common sense points on how to make this (11) branch of the business profitable to the druggist. Do not forget to mention the undesirable features.

16. Dear Sir: We wrote to you 24th inst. (25) for your payment due July 19th. Please let us have the amount.

17. Dear Sir: What about your note dated November 21, 1888, (50) for \$79.80 due April 1, 1889? Please let us have remittance.

18. Dear Sir: We are in receipt of a (75) postal-card from Mr. C. informing us that Mr. F. has sold all the boxes in which the pianos were sent to him. Can you (12) account for this? It strikes us very strangely that a man who pretends to know anything about business should sell what does not belong to (25) him. We have directed Mr. C. to get boxes, and to compel Mr. F. to pay all expenses. Do you know anything about this? Please (50) let us know. Awaiting reply, we remain. Yours truly,

19. Dear Sir: You will oblige us very much by remitting balance of Spring account. Respectfully yours, (75)

20. Dear Sir: The disturbing element which contributed more than any thing



else towards the temporary suspension of business by the Swan Down Bed Quilt Co. (13) has been removed, and there is now no reason why the company should not resume business and make money. I am sending this letter to (25) the stockholders in order to call a meeting for Saturday afternoon, August 11, at the office of the company, at 2:30 p.m. sharp, (50) to ascertain their wishes in regard to the advisability of continuing. Your attendance at such meeting is greatly to be desired, and if you cannot (75) come in person, please either send a power of attorney in my name for me to act for you, or give it to some other (14) stockholder who is to come, that he may vote according to your wishes. If neither can be done please drop us a written expression (25) of your opinion of the course for the company to take, with any suggestions you may have to make, so that the letter may be (50) read to those present and they may be better able to act advisedly. The prospects are good for the coming season. Very truly yours,

21. Dear [75] Sir: Your note for \$402.57 (four hundred and two dollars and fifty-seven cents) was due yesterday. You are no doubt aware from the reports in (15) the papers how very tight the money market is at present, and we really would consider it a great favor if you send draft for (25) the above amount. Yours very truly,

22. Gentlemen: We have yours of the first, with draft for \$34.41 (thirty-four dollars and forty-one cents), which has (50) been placed to your credit. We enclose statement of your account, showing a balance of \$7.44 (seven dollars and forty-four cents). As your remittance does (75) not balance account as you stated, no doubt you have made an error. Yours truly,

23. Dear Sir: As counsel for the James White Oil Trust, (16) we have been instructed by the trustees to make the following report to your committee. They have examined the affairs of the organization and find (25) that the annual report contains a correct statement of its affairs up to August the first, 1889, the close of the fiscal year. (50). In the conduct of the business it has been the custom of the executive officers to utilize the Centennial Oil Co., N. Y., as a (75) finance company through the medium of which they have been enabled to facilitate their financial arrangements. The President and Treasurer of the Trust for the (17) purpose and with the intent as they state of maintaining and strengthening its credit have deemed it necessary or desirable to support the price of (25) the certificates in the market by conducting certain Trust certificate account in the name and for the account of the Centennial Oil Co. and without (50) the knowledge of the Trustees of the Trust or the company. These accounts are now closed with a loss to the company of five millions (75) dollars. Messrs. Felton and Morrison who alone as officers inaugurated and managed these accounts have appeared before the trustees with their respective counsel and while (18) disclaiming legal responsibility in the matter have frankly expressed a desire to make a substantial contribution towards the same aggregating the sum of two million (25) dollars of which amount Mr Felton will contribute one hundred and fifty thousand and Mr. Morrison the balance. The trustees recommend that the matter be (50) adjusted on that basis. Respectfully,

24. Dear Sir: In reply to your favor of Dec. 1st., we enclose you checks charged to your account Aug. 10th (75) and 16th and July 2nd., the only ones for the amount mentioned in your letter. After you have found out just what you want in (19) regard to them please return the same to us.

25. Dear Sir: Having received notice that through rates on oil from points west of Chicago, exclusive (25) of Pacific Coast points, heretofore in existence exclusively are to be withdrawn Oct. 10th from Findlay and Lima districts and Oct. 21 from Cleveland and (50) the eastern points, we the undersigned refiners, hereby protest against the withdrawal of these through rates as being in the interest of another large shipper (75) and in direct violation of section third of the inter state commerce law. As we understand that through rates on all other commodities still remain (20) in force, we feel confident that the withdrawal of the through rates on oil is in the interest of another large refining company, and give (25) you notice that we shall hold your road responsible for any damage resulting therefrom. We trust that you will see that this is unlawful and (50) hope the matter will be favorably considered by your freight association.

26. Dear Sir: We are in receipt of an order for you through Mr. Swartz. [75] As



the Commercial Agency does not give you a favorable report, we could only ship the goods on the condition that you send us Chicago (21) Exchange for \$21.09 (twenty-one dollars and nine cents) the net amount of the bill. Would ship promptly on receipt of your draft. Yours truly,

27. Gentlemen: (25) We have your letter of the 16th and note contents. Yesterday we sent you remittance for several of your bills deducting sixty days interest at (50) six per cent per annum. If not satisfied please return your check and we will remit at the maturity of the bills. Respectfully yours,

28. Gentlemen: (75) We have your statement of our purchase of Aug. 28th with the request that we remit. It is not necessary to send us such statements [22] for the reason that an invariable rule of this house requires all bills to be settled each Monday for all goods received during the previous [25] week. Your goods were not received until last week and were accordingly remitted for on Monday of this week. Had they been received the previous [50] week we should have sent remittance a week ago last Monday. Respectfully yours,

29. Gentlemen: If you wish to buy a full car of goods we [75] will allow you ten per cent. discount for spot cash in ten days. This is the very best we can do as materials have advanced. [23]

30. Dear Sir: When we made our contract with you to advertise in the Herald it was upon your guarantee that the price—20 cents per (25) line—was the lowest price that any one had with the Herald, excepting where contract had previously been made and which had not expired. We (50) have before us a bill rendered by you, at 15 cents a line for advertising on Sunday, Sept. 29th, for a house that has [75] no contract with you—that does but little or no advertising with you. Unless you can explain this matter to our satisfaction, we shall consider (24) our contract as cancelled. Yours respectfully,

31. Friend Louie: Pardon me for not writing you, but I am so busy now that I do not get (25) any time for myself. We will be very busy until about November 1st, when trade slacks up. Hoping yourself and family are well, with kind (50) regards, I remain, Yours truly,

32. Dear Sir: Kindly advise the telephone company that you have no telephone in your office. You appear in the book (75) as 4734, and people grow indignant and use unparliamentary language when they find they have been misled in their belief that you (25) were at the end of a wire.

33. Dear Sir: Your letter of the tenth inst. to hand and contents noted. In reply we would state (25) that at present we have not the goods that you desire, in stock, and do not expect to have them for at least a week (50) or ten days. Should you then desire to have us fill you an order, we will do so promptly, and give our special attention to (75) seeing that you may receive goods in first class condition. Hoping to hear from you in the near future, we remain,

34. Dear Sirs: I have (26) to acknowledge with thanks the receipt of your further order for my enamel to the value of five thousand pounds sterling, which shall be delivered (25) in due course. I am pleased to note that this last order brings up the value of enamel ordered by you within the past few (50) months to £10,000 (ten thousand pounds) sterling. With regard to the advanced price you are paying me, I assure you that it is impossible, in view (75) of the very great increase in the price of materials, to continue at the old rates. Yours faithfully,

35. Dear Sir: Your favor of the 15th (27) inst. received. Thanks for suggestion regarding safe. In reference to the newspaper scheme I think I fully understand your proposition, but if you will let (25) me have a copy of the prospectus, explaining the advantages of subscribing, etc., I will give the subject careful consideration and write you later as (50) to what conclusion I may arrive at. The societies in this town are few and far between, likewise throughout the state; nevertheless I will consider (75) the matter further as above stated. Do you know of any one who has a typewriter in fair condition which they would like to dispose (28) of at a reasonable figure? With kind regards, I remain, Your Sincere Friend.

36. Dear Friend: Enclosed please find 20 cents in stamps, which is the (25) amount due you on books, which I got the other day. I forgot all about it yesterday

when you were here, although the book which (50) I gave you should have reminded me. However, it is not too late now, so send you stamps. Hoping this will be satisfactory, I am, (75) Respectfully,

37. Dear Sir: Herewith please find \$200, which please credit upon my account, and next week or week after next when I am (29) down I will pay the balance.

38. Dear Sir: I have heard nothing from you since last spring when you were changing your location. The last [25] of April I went to Denver and began service with the silver mining company, of which my brother is Secretary. The middle of July I [50] started on an Eastern trip, going to Chautauqua—where I was for about a month—thence to New York and Brooklyn for two weeks, and [75] I have now been here a week and expect to stay that much longer. Shall soon go back to Denver. Have been wondering how you [30] have been getting along in your work. It seems to me that you have had a great deal to discourage you, but your sanguine temperament [25] and your *pluck* seem to pull you through. I hope your health is as good as these characteristic qualities you possess. I have a friend [50] in New York city who desires the agency for your books. Please let me know if he should buy your books here or of you. (75) Yours very truly,

39. Dear Sir: Your favor to hand. We enclose settlement of account. The price of the No. o beds at Sheboygan is one [31] dollar and fifteen cents each.

40. Dear Sir: Yours to hand and contents carefully noted. I think the plan you suggest a very good one, and [25] herewith return the matter to you with instructions to arrange the circular as you think best. I also enclose you check with which to pay [50] the printer. Thanking you for your promptness, I am, Very respectfully yours,

41. Dear Sir: Regarding your inquiry in reference to pig lead, we beg to [75] say that although trade at the several lead centers has been quiet and dull, yet a strong undertone has been visible, and while apathy on [32] part of consumers is noticeable we attribute same more to extreme conservatism than any other cause. The present position of lead really warrants no bear [25] attitude, for as we have already outlined in our late circulars, consumption has been really more than production, and instead of piling up lead as [50] in past years we have drawn on our surplus to the trust, (75) with possibly an exception, have decreased their product rather than increased, and this with large Mexican imports prior to July 1st. Respectfully,

42. Dear Sir: Herewith (33) I beg to hand you two duplicate invoices asked for as follows: Jno. Clark, dated Feb. 10th, \$5.00, and Fred Neal, dated Jan. 30th, (25) for \$20.00; and would advise that original invoices were passed as follows: Jno. Clark, invoice passed Jan. 10th leaving my No. 21; Fred (50) Neal invoice passed Jan. 10th leaving my audit No. 16, 283. If these do not agree with your record please oblige. Very (75) respectfully,

43. Dear Sir: Business at Chicago has been quiet with but few sales. At St. Louis the market has ruled at 3.65 cents (34) to 3½ cents asked, and sales of several hundred tons are reported at these figures. The number of consumers here outside the trust (25) is so small that the amount of metal sold is very limited; it seems as if the "Future Great" had lost their supremacy.

44. Dear Sir: (50) In accordance with a price list of yours in which you quote special prices of fifty cents for type-writer ribbons, I herewith enclose that (75) amount for a black record ribbon, which please send me at your earliest convenience, and oblige. Very resp'y.

45. Gentlemen: Enclosed find our cartage rates on (35) delivered merchandise. Single articles of merchandise, when not included in a general bill, in bbls. and cases, are 20 cents each. In ordinary boxes not (25) exceeding 100 lbs., 10 cents each. All accounts are due and payable on the first of the month following purchase, and if not paid on (50) or before the tenth of the month, interest will be charged at the rate of 8 per cent. per annum from the date the account (75) became due.

46. Dear Sir: Answering yours of the 2nd inst. at the present writing there is every prospect of a large portion of Mexican ores (36) going abroad, and that the London market is being prepared for such a move is evidenced by the recent large

advances-to which we shall [25] refer later on. There is no question but that present prices are affecting production, and were it not for the increase in value of silver (50) many more large producers would be closed down than we have record of. The "Corroders' Combine" has been the damper on pig lead, for with (75) the old regime removed, no one has turned up to buy lead and bolster the market, although the opportunities have been many, for at no (37) time have the trust controlled enough surplus pig lead to remain out of the market for any length of time. The present price of pig (25) lead is cheap and buyers would do well to keep their weather eye open for early advances next year. Respectfully,

47. Dear Sir: We enclose letter (50) received to-day, and cannot see how you came to sell goods on those terms to such a small dealer. We lose money by it. We [75] do not like to have a salesman make certain terms with a customer, and then write to us entirely differently. Please answer this and return [38] letter to us. Yours truly.

48. Dear Sir: Yours of the 26th received. Please accept thanks for chart inclosed. I would still like some further information (25) on the matter. How many pages of finger indication does your complete manual contain? I do not care for any other feature of the book (50) especially, the main consideration being to get the largest possible finger indication. Does your complete manual contain any more finger indications than the chart? Hoping (75) you will pardon me for again troubling you with this matter and awaiting your early reply, I am yours,

49. Dear Sir: I desire to get (39) a number of copies of your books for our school. I saw one some weeks ago and as near as I can remember, I think [25] it was a two dollar book. It was a large black board-covered volume, and had several designs in it, one in particular was a (50) bottle. If you still have this work for sale, you may inform me at your earliest convenience, and I will remit the money, possibly for (75) fifty copies. Awaiting an early reply, I am, Yours, etc.,

50. Dear Sir: We enclose invoices for style 2109 recently ordered. We also enclose [40] a letter from your territory and hope you will succeed in selling to the party. I have been expecting to hear from you with some [25] piano orders, and hope you will report some at an early date.

51. Dear Sir: Although believing that every one will immediately recognize his own interests (50) and rigidly maintain the prices quoted by the crushers, it is still important to advise, that upon the strict maintenance by all jobbers of the (75) schedule named depends its continuance and further possible benefits. Our committee therefore urgently request your close observance of prices and conditions named, as they have (41) assured the manufacturers that such will be the case. The enclosed are prices agreed upon.

52. Dear Sir: I received the enclosed postal-card from you [25] this morning but do not understand it. Will you tell me which two dollar book you mean or whether you want our two dollar newspaper? (50) We send you our circulars in to-day's mail and will fill your order as soon as we know which publication you refer to.

53. Dear Sir: [75] Replying to your postal-card of Dec. 23rd, regarding 3337 shipment which you say you forwarded about two weeks ago, will [42] state that we would like to have you inform us as to the exact date. The receipt from the express office will tell you. Respectfully [25]

54. Gentlemen: I have not received last issue of your paper, and hence have not been able to check the insertion of my advertisement. Please send [50] copy of last issue to me and hereafter mail them to me each week. It is very difficult to procure them here, as the news [75] dealers do not sell single copies. Very respectfully,

55. Dear Sir: The enclosed was received by me in to-day's mail, but as it does not indicate [43] the state from which it was sent, and as the post mark on the envelope is not legible, I am sending this to you on [25] a risk to find out whether the person sending this to me resides in your town. I enclose stamp for reply. Very respectfully,

56. Dear Sir: [50] The enclosed letter I received from you to-day, accompanied by fifty two-cent stamps. You have, however, evidently mistaken some other advertise-



ment for mine, as [75] we do not receive stamps in payment for any of our publications and so state in all our advertisements. I therefore return forty-nine of [44] the two-cent stamps, using one as postage on this letter. Yours very respectfully,

57. Dear Sir: I enclose herewith drawings of an invention of mine [25] which I desire to put in the hands of a capable machinist for manufacturing. Please advise me what you would charge per gross for manufacturing [50] these, same size as drawings, though not so heavy. In fact, they should be as light as possible, and the middle rod should be of [75] wood, light ash or some other wood. The rest to be of steel. You might estimate for me by the dozen, by the gross, and [45] by the great gross. An early reply will greatly oblige. Very respectfully,

58. Dear Sir: We hand you sample of material from which we are making [25] carriers' uniforms at the exceedingly low price of seventeen dollars. Considering the material and workmanship, the price is very low, and we are only enabled [50] to offer this price owing to the large numbers we are making. We would be pleased to have you communicate this to your men and [75] any orders from you or them will have our best attention. Very truly,

59. Dear Sir: Your favor to hand. We are very sorry that the [46] glass was broken in shipment, but you are aware that we are not responsible for this damage. We cannot collect at this end, so you [25] will have to send in your bill to the company. As we have no claim on them, please send draft for amount due. It takes [50] a long time to collect a bill from a Railroad Co. They are not as prompt in paying as they are in collecting. Yours truly, [75]

60. Gentlemen: Inclosed herewith you will find our check for four dollars and sixty-four cents, being extra discount charged by us on your bill of (47) August 20th for \$116.00. Excuse our error in this matter. We did not observe that it was a net bill. Respectfully yours.

61. Gents: [25] Please ship us drip pans as before, duplicating our last order if possible. If you cannot ship the entire line of sizes please advise us (50) at once, as they are important sizes to us and it is necessary that we have them. Yours truly,

62. Gentlemen: We have your notice of [75] package lying in your office at Janesville, Wis., addressed to Mrs. Jane Follenfson. Please hold same a few days longer. We have notified the lady [48] to call for them. We have also from you the enclosed notice of goods shipped to M. S. Neven, Janesville, which is refused. Please return [25] same to us and oblige. Yours,

63. Dear Friend: I enclose herewith what you asked for, and beg that you will forgive the apparent remissness in [50] not sending same before, which you must charge up to the fact that I have been down to Old Point Comfort, spending a week with [75] Mr. Garrett. Hoping that you are quite yourself again. Very truly yours,

64. Gentlemen: Kindly inform us when you load cars for Helena, Mont. Also when [49] you load for Springfield, Mo., and oblige. Yours truly,

65. Dear Sir: Your invoice 985 at hand to-day, we notice has been considerably (25) blurred when making press copy. We have had great trouble lately in deciphering these invoices, and will be obliged if you will see that we [50] have distinct copies hereafter.

66. Dear Sir: We are in receipt of your favor of 10th inst, enclosing check for \$1000, which amount we [75] have placed to credit of your account for settlement of bills of 10th ultimo. Please accept thanks.

67. Dear Sir: We are to-day in receipt of [50] a copy of the Petroleum News and note that you have an entire column advertisement for this house. We cannot understand it at all, as [25] we have given no order for anything of the kind, and would therefore like to know on whose authority it is inserted. Of course if [50] it is gratis, we are very much obliged. Yours very truly,

68. Gentlemen: Here with we enclose a special discount card for your private use, and trust [75] you will see fit to avail yourself of the advantages offered. If you have any friends who might like one of these cards please have [51] them call.

69. Dear Sir: Our traveling agent, Mr. Briton, will be in your town in a day or two and we have therefore forwarded him [25] your favor of the 11th with instruc-



tions to treat with you on the very best terms possible.

70. Dear Sir: We never deviate under any circumstances [50] from our published advertising rates. Not a line ever went into our columns for a penny less than our established rates; further correspondence on this [75] subject will therefore be useless. If you desire us to insert your nine inch advertisement for one year please send us definite order to that [52] effect, price to be paid as before stated. Yours respectfully,

71. Dear Sir: There must be a miscarriage somewhere, as our shipper positively states he sent [25] you the goods ordered and the shipping receipt reads for three packages. Inquire again at your end and we will notify the express company here. [50]

72. Dear Sir: we have your letter soliciting advertising, but beg to say that we have concluded all our contracts for this year or would be [75] glad to try your paper. We thank you for the very liberal offer made us, and shall keep it in mind for next year. Respectfully, [53]

73. Dear Sir: You have done very well in your management of our branch at your town and we are glad to see that it is [25] now on a paying basis. You should be sure in making your final settlement with W. E. H. and the others to get receipt in [50] full for all past notes and due bills as well as all previous indebtedness, as several due bills and notes are missing.

74. Dear Sir: In [75] sending you catalogue asked for we believe you will find more unique items—especially suitable for gifts—in our list than that of any other [54] house. The quality of our Birthday, Anniversary and Holiday souvenirs are superfine and the prices are very reasonable.

75. Gentlemen: As we have four general stores [25] up in the woods, please send your illustrated catalogue to each mentioned, viz.: Mattoon, Waukegan, Alliance and Botney. Please give this your immediate attention.

76. Dear [50] Sir: Your proposition of the 4th inst. is satisfactory, but before accepting same prefer to look somewhat more particularly into my finances. I will decide [75] within ten days positively, and would like you to keep offer open until that date and oblige.

77. Dear Sir: We would be glad to favor [55] you with the address of a house in this city manufacturing the churns you desire, if we knew of one, but on investigation of the [25] directory and enquiries made we fail to discover any nearer than New York, where you have been getting them.

78. Dear Sir: Your polite note of (50) the 15th inst. is received. I do not feel at liberty, however, to take advantage of your offer at this writing.

79. Dear Sir: Within the [75] last half hour one of our clerks bought five cakes of toilet soap and three cakes of laundry soap for twenty-five cents from a [56] manufacturer's own wagon. In addition to this there is a scheme on the wrappers for the sending of a certain number of the wrappers to [25] the house that is behind the scheme, and you will get a certain article free of charge. This scheme is worked by one of the [50] largest, oldest, most respectable, and high-toned soap houses in the land—a house which uses magazines and papers for advertising its soap to a (75) very large extent. As this is the first time it has come to our notice that they are peddlers, they have evidently adopted the scheme [57] with the New Year.

80. Madam: Enclosed you will find amount of 85 cents received this a. m. We regret to say that we have [25] nothing at all near the sample you sent us. Awaiting your future orders, We remain,

81. Dear Sir: The rules governing the payment of bills of [50] our firm is as follows: 1. We settle all bills on Tuesday of each week for goods received during the week immediately preceding, regardless of [75] the time when such bills mature. 2. We remit at the time of settlement for all bills which by the terms of purchase should or [58] can be paid in 10 days from date of bill, deducting the discount allowed in case of payment in ten days. 3. We close all [25] other bills at time of settlement by our note payable at our bank in Chicago. 4. We make all remittances for goods purchased East of [50] Ohio in New York exchange—West of Ohio in checks

on Chicago. All notes given for goods purchased East of Ohio will be made payable [75] at our bank in Chicago in New York exchange and all such notes will by their terms, mature two days prior to the maturity of [59] the bills for which they are given. 5. All damaged goods and goods which do not conform to the order will be returned. 6. Invoices [25] in which goods are charged at prices in excess of amount specified in order for the same, unless accompanied by a credit bill for the [50] amount of the difference or a statement to the effect that the extra charge may be deducted from the bill on settlement of same, will [75] be returned for correction, and in all matters relating to the settlement of such invoices the goods will not be regarded as having been received [60] by us until the return of the corrected bill, Respectfully,

82. Dear Sir: Your favor of the 18th received and noted. Samples have not yet arrived, [25] but we hope to receive them in the next mail. Will report promptly as soon as samples come to hand, and hope that we will [50] be able to offer you some inducement to ship to our market. Respectfully,

83. Dear Sir: We have your letter of yesterday in which you claim [75] that we took off  $\frac{1}{2}$  per cent more than we were entitled to for discount from your bill. The extra 1-2 of one per cent [61] is for thirty days interest.

84. Dear Sir: Please accept thanks for your remittance covering bill of June 6th. We have credited it on the enclosed [25] statement, which leaves a slight balance of \$8.18. In reference to your footnote at the bottom of the receipted bill enclosed, we [50] beg to say that we think, when you examine our new price-list, you will find it such an improvement over all competitors, in the [75] way of close prices for correct goods, that you will be convinced of its advantages and like it.

85. Gentlemen: You have thus far delivered to [62] us only two styles of goods ordered. Our order was given early, and we have to have two sample pieces each in August and balance [25] of goods in September and October. We must insist on an immediate delivery of balance of goods. Yours truly,

86. Dear Sir: We got all your [50] goods down to the car, and the car had already been filled up, so they were unable to take care of them and we had [75] to take them back to our warehouse, where we hold them subject to your order. We had the goods down just as you wanted them. [63] Please advise by return mail if we shall ship these goods by open freight. Yours truly,

87. Dear Sir: I am informed that a colonization party [25] is now being organized in Allen Co., to start for Dakota some time this month, and would suggest that you go there at once and [50] look into the matter. There is no good reason why we should not have this business for we are now in a position to make [75] them a good through rate. Hoping you will secure the party, advising me by wire as early as possible whether you have done so, I [64] am, Yours truly,

88. Dear Sir: Herewith find enclosed as follows: 1. Bill of C. A. Martin with your endorsement thereon, and their letter, all of (25) which explain themselves. Please return the bill. 2. Duplicate bill of the Joliet Cover Co., their letter to us and our statement to them with (50) check. Your bill says deduct freight. Their letter says that they never allow freight. Please adjust. Respectfully Yours,

89. Dear Sir: Referring again to your favor [75] of the 22nd ult., addressed to Mr. Carl, and to which your Mr. Pleasant replied in the absence of our manager, Mr. Watson, would say [65] that having submitted the same to our New York house, they reply,—“Please have revised work submitted to us and we will consider the proposition [25] made”. Yours very truly,

90. Dear Sir: Will you kindly advise the writer by postal-card enclosed—if you have the knowledge—as to the amount [50] of acreage in your vicinity sown to flax this spring? Is it more or less as compared to that planted last spring? Any information concerning [75] the present condition and prospects of the flax crop will be much appreciated by Yours respectfully,

91. Dear Friend: In accordance with your favor of to-day, [66] just received, I at once forwarded you a copy of book remitted for. Your checks, however, permit me to say, facetiously, are getting beautifully less [25] each time; that is, they used to be one-dollar-and-thirty-seven cents per copy. The last and previous one was one

dollar and (50)thirty-three cents. Please do not allow them to get any liner, or else we won't have enough profit to pay postage. Please also accept [75] this criticism in the friendly spirit in which it is intended, but, at the same time take the hint, and oblige. Your sincere friend,

92. Dear [67] Sir: I write to advise you that the price of pig hams is advancing so rapidly that it would be advisable for you to send [25] us rather a larger order than your usual weekly one, that we may make our orders to the curers sufficiently large to accommodate you. Respectfully, [50]

93. Dear Madam: We sent your goods by express yesterday. The delay was caused by our being unable to get the kind of braid you desired [75] and we thought best to hold other goods until we could send all together.

94. Dear Sir: I have your letter of the 23rd and note (68) contents. If Mr. Somers reported to you that I declined to pay the bill rendered at the rates you charged he reported me correctly. What [25] I stated to him was exactly what I said to you at each and all of my interviews with you—that we repudiated the contract [50] made between the Excelsior Light & Power Co. and Watkins & Co. after its attempted consignment to you and claim that you had no right [75] whatever to occupy the premises, and that we would do nothing to countenance any such action on your part, but, at the same time, we [69] are willing to treat with you and pay you for any services rendered in this matter whatever is fair and right. If you are disposed [25] to settle the bill upon this basis, all right. If not, take such course as to you seems best. Respectfully yours,

95. Dear Sir: The mackerel [50] you complain of are the finest Spanish, and are considered a great luxury by many people. They are not as fat as our American mackerel, [75] but they are precisely what you ordered, and we do not care to be placed at the expense of freight in taking them back. Respectfully, [70]

96. Dear Sir: Your letter of the 5th received and noted. We have not yet been advised of the arrival of the balance of the car (25) of flour to Petersburg, and we are unable to say whether it has been delivered or not, but presume it has not yet come to (50) hand, as our party promised to notify us immediately after its arrival. We wish you would hunt this matter up at once, as we have (75) two lots more which we would like to ship in a few days, but unless we have a more satisfactory arrangement we think we had (71) better send by steamer. Awaiting your reply, which we hope to have at an early date, we remain, Yours truly,

97. Dear Sir: The enclosed advertisement (25) we clip from a Chicago daily and therefore, take the liberty of presenting to you the claims of our paper as an advertising medium for [50] your line of goods. Kindly see the columns of our last issue. We will insert this advertisement for ten cents per line and are certain [75] that you will be profited thereby. May we not have this for a standing "till forbid" order on Saturdays at the above rates? Yours truly, [72]

98. Dear Sir: Do you intend draining water from Pottsville Water Co.'s pipes at Old Boston? Is there not danger of bursting from reaction on account [25] of pressure? Please answer by return mail and oblige,

99. Dear Sir: We have your letter of the 26th inst. enclosing receipts and statement which we [50] have carefully examined. There seems to be a complication of errors in this matter. In lieu of these receipts, please send us receipts for bills [75] of 16th and 17th of Sept. and an additional receipt for \$130.79 to apply on unsettled bills. Resp'y,

100. Gentlemen: I [73] have your letter of the 19th and have carefully considered its contents. As I have stated in my last letter, Mr. Blank acted as my [25] legal and business adviser in this whole transaction, from the time of my first negotiations with Mr. Parker down to the close, and I must (50) refer you to him for the information you ask for. Respectfully, [736] words.]

These 100 letters represent a supplement to Haven's Complete Manual of Typewriting, the only complete work on Typewriting. Price \$2.

10,000

## WORDS OF ACTUAL COURT TESTIMONY

selected for Shorthand and Typewriting practice with Words Counted and Numbered for timing speed will be sent by C. HAVEN, Tribune Building, Chicago, Illinois, on receipt of

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# THE MODERN REPORTER.

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A Progressive Monthly Magazine of Practical Short-Hand and Type-Writing for the  
Entire Profession, all Teachers and their Pupils, and the Home Student.

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OUR AIM: To present in each number, not merely current events, but particular information as new and beneficial to the most experienced expert as to the novice.

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ADVERTISEMENTS of an unobjectionable character, inserted in display columns at Twenty Cents per narrow-column line each insertion, each inch of space length-wise of the column counting as twelve lines. Advertisements of greater space than half page not accepted; smaller ones preferred.

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COMMUNICATIONS, business or otherwise, should be addressed to

CURTIS HAVEN, ROOM 17, TRIBUNE BUILDING, CHICAGO, ILL.

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TENTH YEAR. }  
NUMBER 3. }

MARCH, 1891.

{ 10c A COPY  
{ \$1 A YEAR

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## OUR MOCK LETTERS.

In this issue of the paper we give our readers the concluding eleven days of the set of "Mock Letters" which are used by Haven teachers in giving students who are through the theory the briefest legible short-hand forms for miscellaneous mercantile work.

We are devoting this issue to this information almost exclusively, simply because there is a demand for it which can scarcely wait until it should be printed by the slow plan of one page a month as was first contemplated and illustrated in October and November numbers of THE MODERN REPORTER.

Our next issue, however, will contain mostly legal work;—that is, selections from the Mock Court Reader in use by Haven teachers. In later numbers of the paper, convention work and miscellaneous short-hand literature will be the main features.

The best plan upon which to get the most good in the shortest time from these mock letters, is for students to have some one dictate to them only two letters at a time, the student at once comparing his or her short-hand writing with the printed short-hand, noting every deviation therefrom, respecting shading, slant or curvature of characters, size, position, phrasing, etc., and practicing at least twelve times the proper form for each deviation. After this has been done with all the characters of one day's letters, the two letters of the next should be similarly taken from dictation, compared and practiced; and so on throughout the entire course.

The letters contain the short-hand forms for each day of the week except Sunday, as well as the names of the months and all sorts of dates; all personal initials, the name of nearly every state and important city in the Union, every style of names of firms, and street or post office addresses, home or foreign. This list of mock letters therefore gives students more information in regard to correct short-hand outlines than the mere title or their appearance suggests, and, on this account, well repaying purchasers for the expenditure of the small sum at which they are furnished.

Teachers of all systems will find them of great advantage in their school work.



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(8th day.)

TUESDAY, MAY 11th, 1877.

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*Messrs. Lewis Carson & Co., 89 Franklin St., St. Paul, Minn.*

GENTLEMEN:—We have your letter of the 10th instant returning our statement and check, and stating that your terms are strictly 7-10 or 6-30.

In reply we beg to say that we bought these goods of your agent here upon the following terms: "7-10, 60 days dating." The extra 1 per cent. is for the sixty days' interest.

We therefore return the check herewith. Respectfully.

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*Mr. Samuel Hanson, Saco, Me.*

DEAR SIR:—On weighing the feed billed to us on your invoice of the 8th instant, we make it 4,125 lbs., which is 25 lbs. less than your invoice above referred to makes it.

We do not know whose scales are correct, but hereafter, to save trouble, please have weigher's certificate attached to all the feed you supply us with, and greatly oblige. Respectfully.

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(9th day.)

WEDNESDAY, JUNE 12th, 1878.

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*Mr. James Lane, Box 9403, Boston, Mass.*

DEAR SIR:—Replying to your letter of the 10th instant, we have looked through our books to find some record of the purchase to which you refer, but find nothing of the kind.

From this we presume it was a cash purchase, in which case, in accordance with our custom, the sales slip was inclosed with the goods, and it would be necessary for you to send us the slip to locate the purchase.

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*Mr. William A. Hopkins, East Saginaw, Mich.*

DEAR SIR:—I send you herewith a blank form of report, which I wish made out by you in full and sent to the superintendent's office daily. You will note the word "time" at the bottom of the page, and a place to mark the time when you send this to the superintendent's office. Also the time it is received there. This is done to insure prompt delivery. We have had several complaints of late of cars not getting around on time, and hope in this way to avoid it in future.

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(10th day.)

THURSDAY, JUNE 13th, 1879.

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*Miss Dora Weir, 5918 Hanlon St., Baltimore, Md.*

DEAR MISS:—In further reply to yours of the 30th ultimo, in reference to the third installment, we have written to Mr. Evans, and he acknowledges that you paid him. The contract which we hold from you makes the installments payable at this office, and we do not want you to make any further payments to anyone outside of this office, as we will not be responsible for remittances made to other parties than ourselves. Hoping there will be no future misunderstanding, we are, Yours truly.

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*The George J. Grimm Co., Glendale, Miss.*

GENTLEMEN:—Replying to your favor of recent date, we beg to say that we do not object to signing the contract sent us, provided you will except the clause which states that: "We have not sold," etc., as we are free to admit that during the present year we have in numerous instances given our best discounts to parties buying in smaller quantities than one gross. Hence, it will, in this case, be necessary to apply the old adage, "Let bygones," etc. Very respectfully.

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(11th day.)

FRIDAY, JULY 14th, 1880.

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*Drs. Q. & E. Venner, 59 Paternoster Row, London, E. C., England.*

DEAR SIR:—I have sent you by to-day's mail an electrotype of the inclosed copy of advertisement, which please insert in your paper for one month as per your quotations of recent date, for which I inclose check.

Please, by return mail, give me rates of one year's insertion of this cut, upon receipt of which, if satisfactory, I will send you contract for one year's insertion instead of one month.

Awaiting your reply, we are,

Most faithfully yours.

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*M. Zabrisky & Co., Dallas, N. C.*

GENTLEMEN:—We have your note of the 13th inst.

Our experience in sending out goods by express without prepayment has been unfortunate. In so many instances they are returned to us and we are compelled to pay express charges both ways that it makes the business as a whole unprofitable, and we have abandoned it. If goods are not as represented by us, we are always willing to exchange them and make them right, but we must insist on payment in advance, particularly where these goods are to be taken from a piece and the value of them very much diminished by doing so. Respectfully yours.

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(12th day.)

SATURDAY, JULY 15th, 1881.

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*The Patent Ramrod Mfg. Co., Montgomery City, Mo.*

GENTLEMEN:—Absence in Philadelphia has prevented an earlier reply to your favor of the first of May, received at Chicago a few days after I had started for Philadelphia.

I shall be pleased to form the acquaintance of your manager when he arrives in Chicago, and to discuss arrangements and hear what you may have to say additional on the subject stated in my former letter.

Whether I can make any arrangements in reference to your ramrod machinery or not, you are at liberty to use any portion of my letter as a testimonial that you may care to.

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*Messrs. W. & V O. Tettler, Jacksonville, Ore.*

GENTLEMEN:—Yours of the 13th inst. received and noted. We have made all entries to bring our ledger to conform to yours. In regard to the



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two accounts of Johnson & Co. and F. C. Duvall we are not quite clear. The Johnson & Co. error must have occurred in April, and was carried forward into next month's balance sheet.

As it appears to be an error in posting, we yet fail to see how you could fetch the May balance. Please itemize these errors and the counter errors of 14 cents.

Your early attention will oblige.

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(13th day.) MONDAY, AUGUST 20th, 1882.

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*Mr. F. Cecil, Maysville, Grant Co., W. Va.*

DEAR SIR:—I gave Haas & Co. an order to-day for linen as per inclosed list. You will also perceive I bought sheeting from them. We compared samples with those you sent, and thought their's the better. If you know of any lower prices at which any of these numbers have been sold, try and get ours just as low.

Stir Bernard Ulman people up about our goods. We need everything ordered badly. Ship by express.

Let me know Berner's price for plaid cottons, 29 to 30 inch widths. I buy here at 8½. I want a case of one style they have if I can secure it.

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*Messrs. P. Elverson & Nephew, Lock Box R, Montreal, Canada.*

GENTLEMEN:—Acknowledging your favor of the 16th, which has just come to hand on account of its having been directed to Chattanooga, would say that we would be pleased to quote you on sash-weights in 5,000 or 10,000 pound lots at \$19.50 per ton, F. O. B. here; in carload lots of 15,000 pounds, \$19, F. O. B. here.

We make a large variety of weights in sizes, and those with a handsome and perfect eye. We have sold quite a good many in your territory, and would be pleased to fill your orders for such a quantity as you may desire.

Hoping to hear favorably from you at an early date, we remain,

Respectfully.

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(14th day.) TUESDAY, SEPTEMBER 21st, 1883.

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*C. Naylor, Esq., Box 49, Salt Lake City, Utah.*

DEAR SIR:—Yours at hand. Early in the week values of pig lead here were weaker, and sales were made at 3.75. Latterly there is a firmer feeling; 3.80 is freely bid, with 3.85, 3.87½, 3.90 asked.

The amount of lead offering is very small, and it would not surprise us to see higher values rather than lower.

Lead at London still continues strong, and since our last circular a rise of £1 per ton is recorded. There is no question now but what lead is in strong hands and £15 will be reached before a halt takes place. The general impression is that lead, with other metals, is good property.

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*Messrs. L. Ulberman & Sons, Oil City, Penn.*

GENTLEMEN:—We have your letter of the 19th in which you state that you can not allow 8 per cent. discount, and ask us to remit what you call a balance of three dollars and nine cents (\$3.09) on our bills of August 19th and 21st, duplicates of which you have sent us.

ከላይ - ገረገረ - በኋላ - ለጊዜው - በጊዜው  
ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው

የላይ

ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው

ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
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ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው  
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ከላይ - ለጊዜው - በጊዜው - በጊዜው - በጊዜው

The terms of the above bills are written thereon—seven off, ten, sixty days dating. The extra 1 per cent. charges in your statement is for the sixty days' interest for prepayment. If you are not willing to allow interest at the rate of 6 per cent. per annum for prepayment of *post dated* bills, please advise us, and hereafter we will not remit until maturity of bill.

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(15th day.)      WEDNESDAY, OCTOBER 22d, 1884.

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*Mr. X. Idler, Hortonsville, Wis.*

DEAR SIR:—I received a letter this morning inclosing a remittance with the above name signed and the town of Hortonsville, but no State named, and the envelope was marked so poorly by the postmaster, from whose office the letter was sent, that I could not get the State name from that source.

I find, however, there is a town named Hortonsville in Wisconsin, and I therefore send to that town the article desired. If it should happen to reach you, please remember in the future not only to write your name plainly to every communication you send out, but be sure always to give your address in full, including State and county, especially when you send money. This precaution will save you and others considerable inconvenience.

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*N. Smith, Esq., Fargo, Dak.*

DEAR SIR:—The popularity of our Impervious Packages has induced others to offer for sale packages represented to be the same as ours. All Impervious Packages made by us are fully protected by U. S. patents, of which we are sole owners, and are the only Wood Packages that can be so prepared as to be impervious to oil without infringing on our patents.

In all cases of infringements, dealers, users, and manufacturers are alike liable under the law. Therefore, for your own protection, we respectfully caution you against all Impervious Packages represented to be the same as ours; also against infringements on any of our patents.

See that all Impervious Packages offered you are made by the Impervious Package Co., and bear their name. All others are imitations or infringements.

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(16th day.)      THURSDAY, NOVEMBER 23d, 1885.

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*Messrs Z. I. Gypson & Co., Box S, Melbourne, Australia.*

GENTLEMEN:—We have your letter dated November 19th acknowledging our remittance of \$32.87 in settlement of bill of September 2d, signed "Z. I. Gypson & Co., per Snyder," and in Snyder's hand-writing the following:

"Gentlemen:—You took off more discount than we allow for extra dating. After this please take off at the rate of 6 per cent. per annum."

The terms of payment endorsed upon the above bill are as follows: "7 off 10 after Nov. 1st." This made the bill due Nov. 11th. You had the money in your hands on the 23d of September.

Deduct Sept. 23 from Nov. 11 leaves 49 days. The face of the invoice is \$35.63. Seven per cent. discount from \$35.63 leaves \$33.13½. The interest on \$33.13½ for 49 days at 6 per cent. per annum is a fraction over 25 cents. We remitted you \$32.87.      Respectfully.

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Handwritten musical notation on a five-line staff. The notation consists of various rhythmic symbols, including vertical stems, horizontal lines, and curved marks, typical of early manuscript notation. The first line begins with a clef-like symbol. The notation is dense and fills the staff across approximately 12 measures.

Handwritten text, possibly a section title or a key signature, centered between two horizontal lines. It appears to be a single word or a short phrase in a cursive script.

Handwritten musical notation on a five-line staff, continuing from the first section. This section contains approximately 18 measures of music. The notation is consistent with the first section, featuring vertical stems, horizontal lines, and curved marks. The staff is filled with dense notation throughout the piece.

*Rev. D. E. Yorick, El Paso, Texas.*

DEAR SIR:—Inclosed you will find a postal-card which I have received and sent circulars to. At the same time I wrote to the party giving your name as my Texas agent. It would probably be best for you to write to, or call upon him and see if you can obtain his order. He should at least have a set of your circulars.

Have you got the copy ready yet for the special circular you were thinking of getting out? You may have it printed in your town, but be sure to send us a few copies of it, that we may keep track of what is being done in Texas, and place same on file.

We think you are making a mistake in making special use of the No. 6 circular in preference to the No. 453, but as you are on the ground and get a better chance to feel the pulse of the business portion of your State than we do, we suppose you are in a position to know best.

Let us have your weekly reports promptly, and oblige.

---

(17th day.) FRIDAY, DECEMBER 30th, 1886.

---

*Misses K. & L. Armour, Marion C. H., S. C.*

MESDAMES:—We have the inclosed statement in which you request us to "kindly note terms on invoice."

You will observe by the duplicate invoice which we inclose that these goods were bought 2 off 10, as of Oct. 15, making the bill due Oct. 25. We remitted for the goods Sept. 23, deducting the 2 per cent. commission, and a  $\frac{1}{2}$  of 1 per cent. for interest for the thirty days.

Would it not be a better plan for you to note on the page of your ledger on which our account is inscribed the terms upon which you sell us our respective bills, and thereby save us the trouble and annoyance of looking up these matters, only to find that they are settled correctly?

In looking up this bill, however, we find that there was a charge of \$1.80 for packing-cases which was overlooked by us and not deducted from the bill. This amount we charge back to you and will deduct from the next purchase. Respectfully yours.

---

*G. U. Kline, Esq., Mt. Holly, N. J.*

DEAR SIR:—We have your letter of the 29th, and note contents. We regret the occurrence as much as you do. We wanted the goods as ordered because they were cheap, and our trade needs them at the present time.

It is, however, one of the invariable rules of the house, from which we never depart under any circumstance whatever, to reject every shipment of goods that is not fairly within the order, and particularly where there is any attempt to force upon us a greater quantity of goods than we ordered.

In this case there were nearly twice as many goods sent us as we ordered from your Mr. Bach, and a line of goods which under no circumstances do we want.

We do not know where the fault lies, whether it was in Mr. Bach presuming that if you sent the goods we would keep them, or not.

Next time you have any dealings with us you will understand better, and know that it is no use to send us goods we do not order. In fact it is worse than useless, as it defeats the sale of the goods we did order, which we return with the others on principle. Respectfully.

---

9 h a d

Handwritten practice script on lined paper, featuring various letters and symbols.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

(18th day.)

SATURDAY, DECEMBER 31st, 1890.

---

*Mr. Y. Otterly, Jr., 9314 Broadway, New York City.*

DEAR SIR:—We have your letter of the 28th and note contents. It would be a useless bother and trouble for us to keep a bank account in New York. If New York merchants would rather have checks on New York in payment of our bills, it would be much easier for us to send them the drafts of our bank here on New York for payment of their bills.

We send our own check as a matter of convenience, and it is all nonsense for people in New York to claim that our checks on our bank here are not current in New York, or that they have to wait until payment of those checks before the amounts are passed to their credit.

There has not been an hour since the firm of Jones, Doyle & Co. commenced business that exchange on New York has not been from ten to fifty cents on the thousand dollars discount at our banks here in Chicago, and when the merchants with whom we deal tell you that a bank in New York will refuse to take a check from Chicago on deposit, which is worth from one-tenth to one-half per cent. premium in New York funds, it is simply absurd.

When you take into consideration that every bill of this firm is settled every Monday morning, averaging less than four days from the time the goods are received, it ought to be a satisfactory method of dealing to the merchants in New York, and if not, we can manage to buy in Chicago.

---

*Mr. S. Quarterman, Montpelier, Vt.*

DEAR SIR:—Your favor of the 26th instant at hand; also the newspaper. The article is partially correct. This company has increased its capital stock to \$725,000, and bought out the Salt Lake City and San Francisco owners of the mine.

The writer's interest was merged into the present company, who now own and control the mine.

The company is composed of St. Louis, Akron and Hamburg, Germany, stockholders. Up to the time of purchase, this company was simply the selling agent. Col. Conger, Thomas Welch, Judge Grant, and C. P. Cobbs are of the members of this company at Akron. We have no idea of forming a trust, but expect to run our business independently from any other similar concern.

We have been doing considerable exporting, but expect to push it still more. Egyptian Asphaltum, here as well as abroad, has declined in consequence to six and one-half cents per pound, and in isolated cases, even a trifle lower. We have also made practical tests lately in the way of paving, which have, so far, in all cases proved a glorious success.

The price of the mine is \$111,000; the size of the fissure as stated is substantially correct.

It is five and one-half feet wide, but tapers gently at both ends. It can be worked for eleven thousand feet, for it has been opened at that distance. The deposit is in a true fissure-vein, consequently it will probably not be known in our life-time how deep it runs. So far the fissure is vertical, without any indications of the dip. Very truly.

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
























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


# SOME PERTINENT COMPARISONS




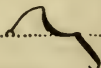




Showing the advantages possessed by Haven's distinct joined vowels over other systems in making legible, without decreasing speed, those words wherein vowels must be written, etc., etc.

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| Iowa |  |  |  |  |

|            | I. PITMAN.  | GRAHAM.   | HAVEN.  |
|------------|---|---|---|
| Evaporate. |  |  |  |

|           | I. PITMAN.  | GRAHAM.   | HAVEN.  |
|-----------|---|---|---|
| Emigrant  |  |  |  |
| Immigrant |  |  |  |

|      | B. PITMAN.  | I PITMAN.   | HAVEN.  |
|------|---|---|---|
| Room |  |  |  |

|         | Leave   | Love  | Will have   | You will have been  |
|---------|---|---|---|---|
| PITMAN. |  |  |  |  |
| HAVEN.  |  |  |  |  |

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# THE MODERN REPORTER.

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A Progressive Monthly Magazine of Practical Short-Hand and Type-Writing for the  
Entire Profession, all Teachers and their Pupils, and the Home Student.

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ELEVENTH YEAR. }  
NUMBER 3. }

MARCH, 1892.

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## OUR POPULAR COURT READER.

ONE of the most important facilities possessed by Haven Colleges, and which has aided so materially in the qualification of students for court reporting shortly after finishing their three months' course of instruction at above institutions, has been the especially and carefully prepared Court Reader which the author compiled from cases in his own experience which he considered would best cover most all possible contingencies in court work, and include within its compass every important legal phrase used in such reporting.

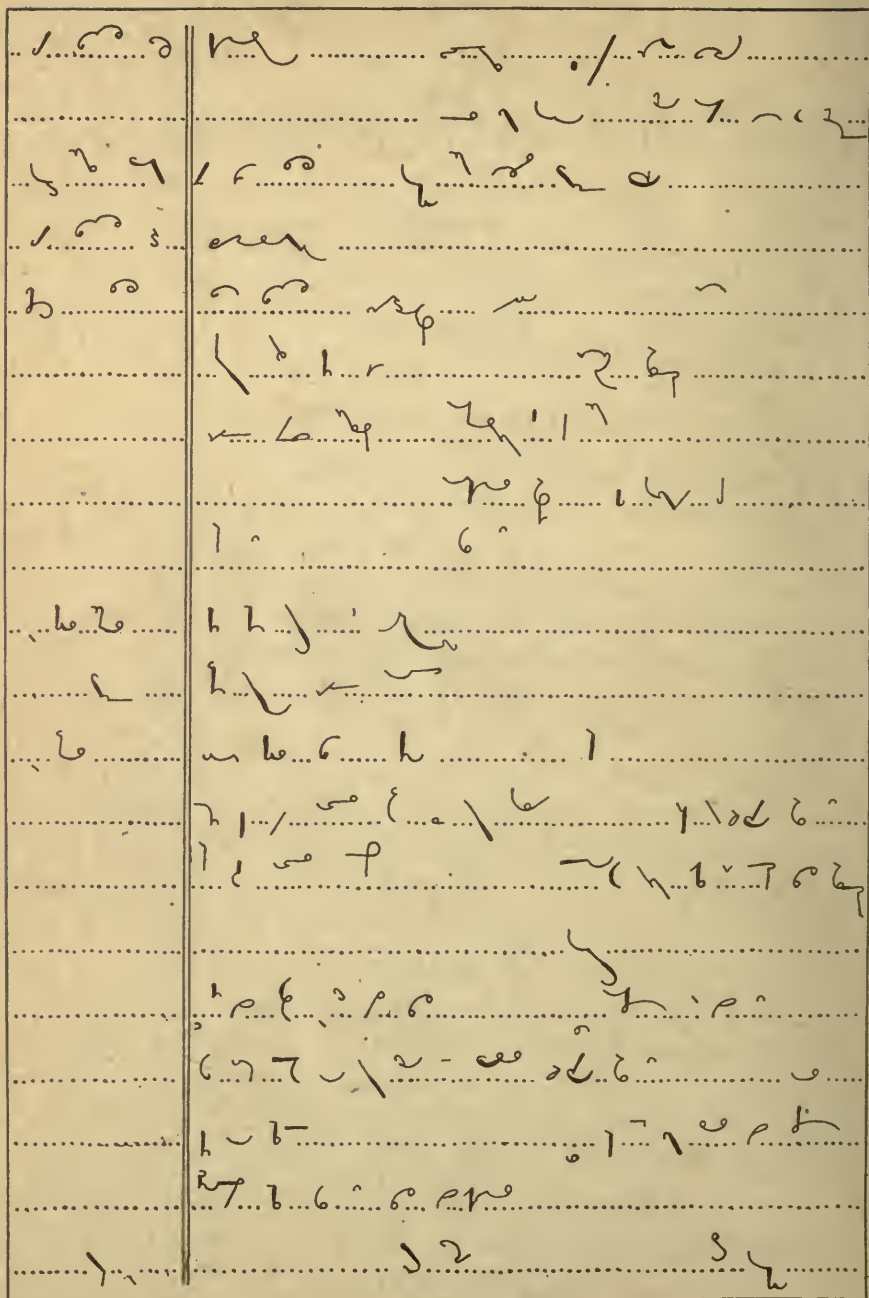
Heretofore the few copies of this reader permitted to be used were written with typewriter and pen by Mr. Haven personally, and their use limited to his teachers, but so widespread has grown the book's reputation and the request for duplicates, that the author, having copyrighted it, has concluded to place it within the reach of the public by publication in these pages, commencing on next page of this issue. .

The series of cases will be complete in six numbers of THE MODERN REPORTER—this, and the issues of April, May, June, July and August. If bought separately, the price will be 10 cents per copy; where the six are purchased at one remittance, 53 cents; to those who, having this issue, desire only the other five, 45 cents for those five.

Teachers of all systems will find this series of court cases of great advantage in their school work.



## HAVEN'S POPULAR COURT READER.



JOHN WILLIAMS }  
vs. } COURT OF COMMON PLEAS.  
DAILY NEWS CO. } BEFORE JUDGE ALFRED MARSHALL. CASE NO. 49.  
TRENTON, N. J., May 3, 1856.

For the plaintiff appears Hon. J. L. Simons.

For the defendant appear Messrs. Black and Strong.

JOHN WILLIAMS, the plaintiff, sworn in his own behalf.

DIRECT EXAMINATION.

By Mr. Simons:

Q. Mr. Williams, you are the plaintiff in this suit, are you not?

A. — I am.

Q. What public position do you hold?

A. I am Sheriff of this county.

Q. The article which caused the present suit—in what newspaper did it appear?

A. In the *Daily News*, of this city, date of February 10th.

Q. Of what year?

A. This year.

To defendant's attorneys:

Do you admit publication; or, shall I further prove it?

Mr. Black:

We admit publishing the article in question.

To witness:

Q. You know the defendants well, do you not?

A. I do.

Q. Have you had much intercourse with them, as a public officer?

A. I have had up to the first of January of this year.

Q. Of what did that intercourse consist?

A. Giving to their paper the advertisements of the county sales of this county for publication.

Q. When did you last authorize them to print such sales?

A. Some time in December of last year.

Q. Then you have given them no public printing on, nor since, the first of January, of this year?

A. No, sir.

Q. Had you no advertisements to give?

A. Yes, sir. I had quite a number since last December.

Q. Why did you not give such advertisements this year, as well as last, to the *Daily News*?

Objected to. Objection overruled. Exception for defendant.

Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style.

WILLIAM JONES  
vs.  
STATE INSURANCE ASS'N. }

COURT OF COMMON PLEAS.  
BEFORE JUDGE JAMES PARSONS.  
CASE No. 506.  
CAMDEN, N. J., January 5, 1821.

For the plaintiff appears Samuel R. Taylor, Esq.

For the defendant appear Messrs. Walters and Harvey.

WILLIAM JONES, the plaintiff, sworn.

EXAMINATION-IN-CHIEF.

By Mr. Taylor:

Q. What is your name ?

A. William Jones.

Q. Are you the plaintiff in this suit ?

A. Yes, sir.

Q. Where do you reside ?

A. Nineteenth and Federal streets, this city.

Q. That is just beyond Cooper's Creek Bridge, is it not, Mr. Jones ?

A. Yes, sir, in the open country.

Q. On what is known as the Moorestown pike ?

A. Yes, sir.

Q. Do you own property out there ?

A. Yes, sir; a farm of about fifty acres.

Q. On what side of the road is it, Mr. Jones ?

A. On the right-hand side, coming out of Camden; that is, going east.

Mr. Harvey:

If it please the Court, I would like to make a preliminary request that no more time be wasted on this case than is necessary. General Wharton, the Vice-President of the State Insurance Association, here present, desires to leave the town as soon as possible on important business, to be transacted to-day, at the office of the Company, Newark, N. J., and desires me to say that the location of Mr. Jones' property is not a matter of defense with us, and it is furthermore admitted by us that the barn owned by Mr. Jones, and which was burned on the night of August 14, 1820, was located on his property, wherever that may be, and was the one insured by us under Policy No. 7501. We simply differ in regard to the valuation of the property destroyed, and hope questions will be confined to that fact.

The Court:

This being understood by the plaintiff, I have no doubt he will be glad to take advantage of this opportunity of saving both himself and the Court valuable time.



[illegible]

FRANKLIN B. MILLS }  
vs.  
JOHN B. HENRY. }

COURT OF COMMON PLEAS.  
BEFORE JUDGE WM. C. ALBRIGHT.  
CASE No. 2506.  
PHILADELPHIA, Nov. 29, 1831.

APPEARANCES:

G. H. Lewis, Esq., for plaintiff.  
Henry Darcy, Esq., for defendant.

FRANKLIN B. MILLS, the plaintiff, being duly sworn, testified:

DIRECT EXAMINATION.

By Mr. Lewis:

Q. What is your name in full, Mr. Mills?

A. Franklin B. Mills.

Q. Are you the plaintiff in this case?

A. Yes, sir.

Q. State your business, please?

A. I am in the installment business.

Q. That is, you sell goods on installments or periodic payments?

A. Yes, sir.

Q. All kinds of goods?

A. Most all household goods.

Q. Where is your place of business?

A. Nine-hundred-and-five, and nine-hundred-and-seven Lincoln Ave.

Q. Do you know the defendant, John B. Henry?

A. I do.

Q. Have you had business transactions with him?

A. Yes, sir; several.

Q. What sort?

A. He has bought household goods of me on the installment plan.

Q. Did he always pay for such purchases?

A. Always, except on the last occasion.

Q. When was that?

A. January 14th, of last year, he bought a set of furniture of me for which he has not paid.

Q. Has he made any payment on account?

A. I sold him the set for sixty dollars, payable ten dollars down and two-dollars-and-fifty-cents per week until paid. He made the first payment of ten dollars and his first weekly installment of two-dollars-and-fifty-cents, and since then he has paid me no more money.

Q. Did Mr. Henry state any reason for discontinuing payments?

A. He gave me a reason; but it is a reason which I consider none.



UNITED STATES } U. S. DISTRICT COURT, FOR THE NORTH-  
vs. } ERN DISTRICT OF ILLINOIS.  
MURPHY ET AL. } BEFORE JUDGE BEE. [No JURY.] \* CASE No. 6754.  
CHICAGO, June 20, 1880.

SECOND DAY—MORNING SESSION.

MR. KOST continuing his testimony of the afternoon before:

DIRECT EXAMINATION.

By Mr. Sling:

Q. I gave you numbers of cars yesterday—can you tell me where the grain in those cars came from?

A. The numbers are mixed up on my memorandum here. I have got six of them.

Q. Shall I call the number of the car?

A. I think the last three you called are on that slip there, from St. Joe elevator.

The Court:

Give us the numbers of those cars.

Witness:

4399, 18263, 15646. Those are Pink Line cars from Continental elevator, billed October 26. If you will give me some of the other numbers, I can tell better.

Mr. Sling:

Q. What numbers have you there?

A. 4399, 18263, 15646.

Mr. Wallace:

Does he say those cars were inspected out of the Pink Line?

Mr. Sling:

Yes; will you give the dates?

A. Inspected October 26.

Q. Inspected October?

A. Inspected out into Pink Line cars.

Q. State respecting car number 35404.

A. That was inspected October 27, from the Continental elevator.

The Court:

Q. When?

A. October 26, Continental Fast Line cars.

Q. 12877?

A. Just the same.

Q. 8545?

A. That was the same.



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The balance of these Court Cases will appear in April, May, June, July and August numbers.  
10 cents each or 53 cents for all, including this issue; 45 cents without this issue.

Mr. Sling:

Q. They were all Continental Fast Line cars, were they?

A. Yes, sir; of Continental Fast Line cars.

The Court:

Q. What is the next number?

Mr. Sling:

Q. I am asking the witness now about cars in bill of lading number 20,779.

A. Continental Fast Line car number 9784.

Mr. Wallace:

Q. Is that paper in evidence from which you are reading?

Mr. Sling:

A. I am reading from a bill of lading that I before inquired of the witness respecting the numbers of the cars.

Mr. Wallace:

Q. Then the paper you are reading from is not in evidence?

Mr. Sling:

A. It is not necessary for me to have it in evidence.

Objected to. Court ruled that prosecutor could ask a question about it.

Mr. Sling: [To witness.]

Q. I ask you to look at Continental Fast Line car number 9784, and state where it was loaded from.

A. Continental Fast Line car number 9784 was inspected out of Continental elevator November 13.

Q. Bill of lading number 22389—now, if you please, I inquire about Pink Line car number 2613, and ask you to state where it is from.

A. I have it Erie Line car number 2613.

The Court:

Q. Erie Line?

A. Yes, sir.

Q. What was the weight in car?

A. I can not tell you the weight of an individual car; can only give you weight of the shipment—seven cars there were.

Mr. Sling:

Q. If Your Honor will just leave that blank, I will read it again later. What other numbers comprise that seven-car shipment?

A. 12563, for one.

The Court:

Q. Erie Line cars?

A. Yes, sir; all Erie Line cars; 12563 is the first number.

## REVOLUTION IN TYPEWRITING MACHINES.

Everything has to have a beginning, but when away in the year 1700 or thereabouts, one man in England and another in America, imbued with the idea that the art of printing should be more extended than it then was, essayed the task of putting together a machine that would print by hand and take the place of the labor of the pen (the quill pen it was then), each little thought the other was attempting the same thing over 5,000 miles away. Their efforts, however, were very crude, and for a long time they practically amounted to nothing, except to incite others to make like attempts, until Mr. Sholes and a couple of co-laborers had patented that which at the time they considered a perfect typewriting machine, and which was looked upon as a marvel in its way.

That it did not at once receive that recognition which was expected of it was the fault mostly of a lack of appreciation on the part of the public, although the machine was not at first advertised as it should have been, partially because of the fact that its inventors at first met with more or less cool receptions from those who now use it most. The leading law firms thought that they could not possibly use any documents written on the typewriting machine, and even law stenographers were slow in adopting it because of this legal objection; but a beginning was made first among business men and to them is due the main credit for the adoption of these instruments, until now manufacturers can scarcely furnish them fast enough.

The rapid strides in the use of typewriting machines brought them into the notice of a great many mechanical geniuses, who became such able critics and made so many practical tests of the abilities of the instrument that they soon proved that the machines earlier on the market would not meet every necessary demand upon them, and hence applications for patents on new machines began to appear in the patent office at Washington.

So many persons have of late years tried their hands at the manufacture of new machines or improvements upon those which the public took to best, that the labor of these inventors has materialized into what is as near to the perfect machine as the present day can conceive in such an instrument. The machine which is the result of all these experiments is the Smith-Premier Typewriter, the only one at the present day which is fulfilling the demand for an easy touch, giving the greatest possible speed, a ribbon having a double motion, sufficient weight of carriage to make the writing firm, with an arrangement of the type bearings insuring perfect alignment, with the strength to make heavy manifolding as neatly as writing on a single sheet, an easy arrangement for quickly inserting omissions just where such omissions should be inserted, the latter alone being a great advantage over the cumbrous plans of all other machines, but only one of the hundreds of little conveniences to aid the operator in securing rapidity and correctness, as well as the most artistic results, distinguishing this machine from all others, and placing it one hundred years ahead of any invention of its kind.

It is easily operated, always responds readily, and the good work which business and professional men receive from its hands causes it to be preferred by all classes of people. Where it is once used, there is great difficulty in getting an operator to manipulate any other, simply because its many conveniences are so strikingly absent from other instruments.



## TWO HAPPY SHORTHANDERS.

Though they are now morally one, they still remain two distinct writers of Haven's Practical Phonography. Writers of a single system, but single no longer except in unison of purpose, future aims, and in that bond which is no bondage, but which merrily makes the world go 'round, making youth light-hearted and old age beautiful—the little word of four letters, which, for the two happy beings we have in mind, doubtless contains the whole alphabet of living—love.

William Gleason, of Chicago, and Jeannette, *nee* Miller, recently of Tower Hill, this state, were, on February 2nd, made man and wife, in accordance with the law of God and the ordinance of this commonwealth, and have begun their new life at No. 1564 Monroe street.

As students of the Chicago Haven College of Shorthand they were known as regular in attendance, painstaking, industrious, cheerful, and knowing them also socially, the writer feels assured that their many good qualities of both heart and hand will continue with them through life, making their pathway bright, helpful, and full of sunshine. That this may be the case and that they may receive every good they wish for themselves is without doubt the desire of all their former fellow-students and acquaintances, as it assuredly is of their teachers.

## ITEMS, PERSONAL AND OTHERWISE.

Mr. Ole Owens, just returned from a two years' sojourn east, Saturday last favored with a call, the author of the system he writes.

Mr. James Smith, Jr., of the Cleveland Stenographers' Association, paid calls at the Chicago Shorthand Schools recently.

A lady who entered the Chicago Haven College February 15th without previous shorthand knowledge, finished all the lessons of the theory by February 24th. This is quick time, but it has been done before by us "many a time, many a time", and we expect to go right on until we shame the teachers of old-fashioned methods into the adoption of a modern plan of teaching that does not rob students of the months and years of time and money which the old plans do.

"I like your little paper because it has in it just what I want a shorthand paper for at all—plenty of shorthand notes. If I want the current news of the day or literature, why, the daily papers, my Harper's and other periodicals will furnish that, but in the meantime I am falling back in my shorthand unless I have some such models as those furnished by your 'Reporter.' I am still teaching your system and like it better every year."—Miss IDA BOYD, East Oregonian Bldg., Pendleton, Oregon.

True and tried friends are always welcome, consequently "Vick's Floral Guide" is sure of a warm reception, especially when dressed as daintily as this year. The "Nellie Lewis" Carnation on the front of cover, and "Brilliant Poppies" on the back, are unusually attractive, and the numerous colored plates of flowers and vegetables are certainly works of art and merit. The first twenty-four pages, printed in violet ink, describe Novelties and Specialties. Send ten cents to JAMES VICK'S SONS, Rochester, N. Y., and procure a copy of this attractive and useful catalogue. It costs nothing, as the ten cents can be deducted from the first order.

# 44 VICK'S SEEDS.

NOVELTIES

"Brilliant" Poppy, packet.....15c.  
Roses, Waban and DeGraw, both for 50c.  
6 Rare Chrysanthemums, each 50c.;  
set.....\$2.50  
6 Choice Geraniums, each 25c.; set 1.00  
Sweet Corn "Golden Nugget," packet 15c.

Garden Pea "Charmer," packet.....15c.  
Potato "American Wonder," per lb., 30c.  
Pansies, our superb strain, look almost  
human packet.....50c.  
Pansy, Extra choice, packet.....25c

Any one not now a subscriber can have VICK'S MAGAZINE one year free, who orders \$1 worth from us before May 1st.


**VICK'S FLORAL GUIDE, 1892.** One writer says: "Stands at head of all charmer catalogues." Every person interested in Plants, Flowers or Vegetables, should have one. Price only ten cents, which may be deducted from first order.

A packet of 40-lb. Oat FREE with each order when desired.

44 JAMES VICKS SONS, Rochester, N.Y.



# TEACHERS' DEPARTMENT.

 Below we give a fac-simile of the beautiful diplomas prepared for Haven graduates. They are printed on heavy, highly calendered paper, 17½ x 22 inches in size. Every teacher should have them for their graduates, as any Haven teacher can use them, no matter what may be the name of the school. Write for special terms. C. HAVEN, Tribune-Building, Chicago.

## THE HAVEN COLLEGE OF PRACTICAL PHONOGRAPHY — AND — TYPE-WRITING. —



This Certificate that Edw. W. Bush has completed  
with credit the regular Course of Study and Practice of these Insti-  
tutions necessary for proficiency as a Professional Short-hand Writer, and  
Type Writer Operator, and that he record in both the Theoretical, and  
Actual Departments of the Haven College entitled him to this


**DIPLOMA**

In Testimony Whereof we have appended our names  
and the Seal of the Institution.

Done at Paris in the County of Madison  
State of Ill. this 1 day of Aug. 1893

SEAL

C. Haven   
Principal  
Amos   
Amos

 Below is a fac-simile of Haven's College Rules of Order Card. They are printed on heavy cardboard, 22 x 28 inches in size. Every Haven teacher should have one. Write for price of this and other teachers' supplies to C. HAVEN, Tribune Building, Chicago.

## FORMATION FOR STUDENTS OF HAVEN COLLEGES.

### PLAN OF STUDY AND PRACTICE.

Theory students will of course study and practice the lessons in accordance with the rules given in their printed lessons.

Students in mock letters will compare their short-hand of the mock letters with the forms found in the mock-letter books, re-writing twelve times every mistake found in their notes, looking out for mistakes in the use of the pen, the curve of some, shading and position, as well as proper size of books and cursive, wrong phrasing, lack of phrasing, or wrong phrasing. Never leave a mock letter sheet of your day's work; keep it as long time remains after the mock letters of the day are thus examined and all above-named sorts of mistakes practiced, then the student in the mock letters should compare notes taken in speed class with those of the college readers, practicing every above-described error twelve times, but making no long-hand memoranda.

Students in actual work are the only ones who, as a rule, will find time to compare, with the short-hand of the college readers, their notes taken in speed class, but such actual department students are expected to do so thoroughly every spare minute of their sessions not taken up by the actual work of the college. No long-hand is to be written during sessions, nor copying of words, phrases, or articles from books to be indulged in, but comparison of your notes as suggested, and practice of entry into notes made in student's own notes as shown by the short-hand of the college readers. If done thoroughly, in accordance with plan explained, and second paragraph under this heading, students will find no time for leisure.

The teacher in charge will take pleasure in further explaining these plans of practice to students desiring thoroughly understanding them, as well as giving our reasons for their strict performance.

### IMPORTANT NOTICE.

Two of the requirements stated in our circulars, as being necessary to the proper fitting of a student for an office position in three months' time, are, regular attendance, and the proper use of time while in session.

Regular attendance means six hours attendance daily each week, Monday to Friday inclusive, and four hours each Saturday during term; two of the hours of each day being short-hand speed class.

Proper use of time while in session means individual and independent study and practice in the manner prescribed by the teacher; such isolated study and practice to continue uninterruptedly during the two daily sessions of three hours each, except when engaged with teacher in recitation.

With above requirements we have fitted pupils for positions in even less than two months' time, and quite a number of months, and can thus fit any one (who can spell well and has a common-school education) within three months; but, to do so, we must have the regular attendance and proper use of time above indicated.

Students, therefore, who attend irregularly; who frequently lose portions of sessions by being either tardy at the commencement of sessions or by leaving before the end of their sessions; or, who do not make use of their time in the manner prescribed by us, will have, in fact, NOT time to graduate in three months' time.

We are aware that some scholars become competent in the prescribed time, seemingly without effort, and quite a number of months, under such circumstances. To graduate each scholar within three months' time, we must have his or her attention for the time stated, and such attention must be spent as we direct, and neither wasted by interruptions of study nor wrong plans of study.

### WE POSITIVELY WILL NOT BE RESPONSIBLE

for students who do not follow out our plan of study and practice; neither can we conscientiously recommend such students for positions.

### COPIING MOCK LETTERS OR WORDS OR PHRASES

is prohibited, as it wastes time. Practice all mistakes you find in your writing twelve times each, but do no long-hand copying.

### MANY BUSINESS MEN

obtain their short-hand and type-writing help through the medium of the want columns of the leading daily newspapers, and, as quite a number of our students have procured situations by answering advertisements in these "want" columns, we would, therefore, advise all students, as soon as through mock letters, to regularly watch such advertisements and answer same, no matter how great a demand we have here. Ladies can answer advertisements in both the ladies' and gent's columns, unless gentlemen are specified.

It is not necessary to wait for a diploma before seeking a situation, nor even to wait until in our actual department, and we will be glad to have students of good education take such positions as reference. The teacher in charge will take pleasure in explaining how best to do this.

### RULES OF DEPARTMENT.

1. Questions regarding the lessons are to be asked only of teachers.
2. Unnecessary talk during sessions must be discontinued with.
3. Necessary remarks always to be made in a low tone of voice.
4. Loud talk or boisterous mirth at any hour is very undesirable.
5. Politics or religion are especially to be excluded from conversation.
6. Any remarks or actions must for a drawing; room must not be indulged in here.
7. Reading books or newspapers during session hours will please not be indulged in, nor any other interruption of study or practice.
8. Tardiness or any interruption of session by unnecessarily leaving rooms is particularly to be avoided.
9. STUDENTS BRINGING LUNCHEON will please carry away with them the remnants, and neither allow any portion to fall upon the floor nor be placed in waste-baskets, stores, nor elsewhere about the building.
10. Students will please NOT entertain VISITORS in study-room at ANY time.
11. Scraps of paper, etc., must not be thrown in THE FIRE, stove, nor fire-place. The waste-basket is the place for them.

THE COLLEGE READERS, LETTER-BOOKS, etc., must not, at any time, be hid in desk-drawers or elsewhere, nor taken from the building; neither must they be taken to type-writing machine, unless so directed by teacher.

### PLAN OF ADVANCEMENT.

Our lessons in short-hand and type-writing being thoroughly learned and practiced, the former correctly recited and reviewed, the student is advanced to short-hand speed classes.

While in our speed classes the theory of phonography is again reviewed by dictation of the theory exercises, the words of name being transcribed in that manner, and the student will write on the memory. The theory is thus reviewed thoroughly every week, scholars writing the words and phrases upon ruled paper; which writing is afterwards examined by the teacher in charge, omissions and mistakes of slant, curvature, shading, position, size, etc., being marked for correction and counted as errors.

As soon as students enter speed class, mock letters are dictated to them; but, if, while in mock letters, they make as high as twelve errors per day, for six consecutive days, in the theory review, they will be taken from mock letters until not more than twelve errors for six consecutive days are made.

After the completion of twenty-four days of mock letter dictation, and the taking of perfect marks in the short-hand theory review for six consecutive days, the student is then advanced to actual dictation, providing attendance at speed class warrants such advancement.

### ABOUT DIPLOMAS.

Diploma of proficiency will be granted each scholar of satisfactory department and general education, who has learned the theory of short-hand and type-writing, and who has worked the plan of this institution; has completed the course of mock-letter dictation; has satisfactorily performed amanuensis duties in and out of sessions; and who shall, entirely unaided, furnish an accurate report of at least one complete lecture of this institution.

Students unable to comply with all of the above conditions during their term can, providing their department has been satisfactory while here, and their general education as desired, obtain said diploma after expiration of term, upon evidence received from their employer to the effect that they have been, for at least two consecutive months, satisfactorily performing short-hand duties for said employer.

### DIPLOMAS MEAN

something more than the mere ability to perform amanuensis work. Reporting our lectures is sometimes required, to do the work of most convention reporters; and, therefore, students who do not get their diplomas while here must not suppose that the lack of it is any evidence of inability to hold an amanuensis' position; on the contrary, most students are competent to fill such positions immediately upon the completion of the course of mock-letter dictation, providing they possess the other qualifications of a common English education, and have attended speed class regularly.

### HOW ATTENDANCE IS COUNTED.

Ordinarily, all terms of one or more full months expire upon the same day of a calendar month as that upon which they began; and, except upon Sundays and legal holidays, or in case of illness, full attendance is expected throughout the term. Unavoidable absence, however, will always be made good to the pupil, providing such absence are for not less than six consecutive days at a time.

### TIME LOST AT SPEED CLASS

means a loss of speed which cannot be made up, either by staying after hours or working at home. Our hours of session are the most important of the day to a student through the theory, and we cannot give proficiency in time advertised unless the pupil attends speed class two full hours daily, Sundays and legal holidays excepted.

### CARE OF TYPE-WRITING MACHINES

is a very necessary part of a type-writer operator's duties, and it is, therefore, desired that the following rules for their care and use be strictly observed:

1. Upon taking place before machine (previous to operating) student will please wipe all dust from machine and shine the V-shaped portion of the bar on which the wheels of the carriage run, cleaning every particle of dirt from that bar, back as well as front. This bar should be wiped, even if clean.
2. Never leave work in or on the machine. Remove your own scraps or practice sheets, as well as finished work, when done with machine. Keep machine tables clear of work when not used.
3. Finished work should always be handed over promptly to the teacher in charge. Practice sheets, if written on one side only, should, when student is done with same, be placed where teacher in charge directs. If written on both sides, practice sheets should be placed in waste-basket. Backers should be kept by themselves when not in use.
4. If no one is to take the machine from which the student arises, such student should place cover over machine.

## ANNUAL CALENDAR.

| LECTURE SUBJECTS.           | WEEKS.  | COURT RECORD.                                 |
|-----------------------------|---|---|
| <i>History of Writing</i>   | Dec. 31st to Jan. 6th.<br>Jan. 1st to 7th.<br>Jan. 7th to 13th.<br>Jan. 13th to 19th.<br>Jan. 19th to 25th.<br>Jan. 25th to Feb. 1st. | <i>Williams vs. Daily News.</i>               |
| <i>Phonetic Analysis</i>    | Jan. 7th to 13th.<br>Jan. 13th to 19th.<br>Jan. 19th to 25th.<br>Jan. 25th to Feb. 1st.   | <i>James vs. State Insurance Association.</i> |
| <i>Notes on Etymology</i>   | Jan. 14th to 20th.<br>Jan. 20th to 26th.<br>Jan. 26th to Feb. 1st.<br>Feb. 1st to 7th.  | <i>Bills vs. Henry.</i>                       |
| <i>English French</i>       | Jan. 21st to 27th.<br>Jan. 27th to Feb. 3rd.<br>Feb. 3rd to 9th.<br>Feb. 9th to 15th.   | <i>Estes vs. Chas. Carter, deceased.</i>      |
| <i>Outline Formations</i>   | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Second day of above.</i>                   |
| <i>Notes and Critics</i>    | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Continuation of above.</i>                 |
| <i>Methods of Practice</i>  | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Second day of above.</i>                   |
| <i>Notes of Proficiency</i> | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Second day of above.</i>                   |
| <i>Phonetic Writing</i>     | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Second day of above.</i>                   |
| <i>Carriage Writing</i>     | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Third day of above.</i>                    |
| <i>English Dictation</i>    | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Second day.</i>                            |
| <i>Price Practitioner</i>   | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Third day.</i>                             |
| <i>Type-Writing</i>         | Feb. 10th to 16th.<br>Feb. 16th to 22nd.<br>Feb. 22nd to Feb. 28th.<br>Feb. 28th to Mar. 6th.   | <i>Third day.</i>                             |



## FUN.

Bull—I hear that Lambkin made a good thing out of his Wall street deal.

Behr—Why, I thought he lost all his money.

Bull—He did. But he married the daughter of the man who got it.—*Puck*.

### The Previous Words.

I do not mind that last word of my wife,

I like it, for it shows the storm is past;

But what a burden seems this dreary life,

While listening to those words before the last!

—*New York Herald*.

### The Art of Matrimony.

"Do you expect your marriage to be a happy one, dear?"

"O, yes; I guess so. But if it isn't, Jack has promised either a divorce or suicide, so you see I'm really not running much risk."—*Chicago Tribune*.

# Typewriters !

New or Second hand of all makes, bought, sold, exchanged and repaired. Also rented anywhere in the country. Largest Stock in America. Not run by a Typewriter Manufacturer. Send for New Illustrated Catalogue describing all Machines. GERBER'S SUPPLIES.

**NATIONAL TYPEWRITER EXCHANGE**

200 LaSalle Street,  
**CHICAGO.**

## ADVERTISING.

If you wish to advertise anything anywhere at any time write to GEO. P. ROWELL & CO., No. 10 Spruce St., New York.

EVERY one in need of information on the subject of advertising will do well to obtain a copy of "Book for Advertisers," 368 pages, price one dollar. Mailed, postage paid, on receipt of price. Contains a careful compilation from the American Newspaper Directory of all the best papers and class journals; gives the circulation rating of every one, and a good deal of information about rates and other matters pertaining to the business of advertising. Address ROWELL'S ADVERTISING BUREAU, 10 Spruce St., N. Y.

## The Caligraph.



—SEND FOR CATALOGUE.—

**S. F. Rowell & Co.,**

NORTHWESTERN AGENTS,

185 LA SALLE ST., CHICAGO.

Mention this advertisement

**100 MISCELLANEOUS ACTUAL BUSINESS LETTERS 10c.**  
Arranged for Shorthand and Typewriting practice, with words counted and numbered for timing speed, will be sent to any address by C. HAVEN, TRIBUNE BUILDING, CHICAGO, ILLINOIS, on receipt of

**10,000 WORDS OF ACTUAL COURT TESTIMONY 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**10,000 WORDS OF ACTUAL CONVENTION PROCEEDINGS 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**ALL THE ABOVE** Letters, testimony and convention practice, and much more, together with a complete set of Haven's easy and self-teaching 300 Words a Minute Shorthand Lessons will be sent **FREE** to every purchaser of Haven's Complete Manual of Typewriting, endorsed by the New York *Herald*, Philadelphia *Press*, Boston *Herald*, and other leading Eastern and Western dailies, and hosts of practical operators, as "The only complete work on Typewriting published."

The Manual contains fac-simile specimens of typewriter work of every kind—epistolary, society, legal, journalistic, and commercial—accompanied by perfectly clear explanations descriptive of each specimen, its execution in detail, spacing, centering of lines, rules of contrast, etc., most of the points being found to be both new and useful to even the most expert operators. Whether you are teacher, expert, learner, or about to learn typewriting—no matter what make of machine you favor, you cannot afford to be without a copy.

**Price.**—\$2.00 to the public—but \$1.33 to anyone who, when they send the money, will tell where they saw this advertisement. Remit to C. HAVEN, Tribune Bldg., CHICAGO, ILL.

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All rights reserved.

# THE MODERN REPORTER.

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A Progressive Monthly Magazine of Practical Short-Hand and Type-Writing for the  
Entire Profession, all Teachers and their Pupils, and the Home Student.

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ELEVENTH YEAR. }  
NUMBER 4. }

APRIL, 1892.

{ 10c A COPY.  
{ \$1.00 A YEAR.

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## OUR POPULAR COURT READER.

We give another installment of the Court Cases on following pages. They will be complete in six numbers, commencing with last month's. Price, 10c. each, or 53c. for the six; five numbers, 45c.; four numbers, 37c.; three numbers, 25c.; two numbers, 18c.

### A RETORT IN KIND.

One of the lady graduates of the Chicago Haven College, in applying for a situation, recently, was asked by the gentleman desiring such services, where she put her punctuation marks in a letter, adding with a sneer, "Do you place them where they belong, or in a bunch at the end of the letter?"

"No," was the reply, "I always put the punctuation marks on a separate piece of paper, and pin them to the letter."

While for a moment startled at the frankness of such a reply, the man nevertheless evidently concluded it to be only what he deserved, for he engaged the lady; and she is giving excellent satisfaction.

### ITEMS, PERSONAL AND OTHERWISE.

Miss Annie Able, who recently concluded a three months' course at the Chicago Haven Shorthand College, previous to entering which she knew nothing whatever of shorthand, has been placed in a lucrative position by the principal.

If this girl was not unfortunate, who is? Freckled, red haired, cross-eyed, left-handed, and trying to write Cross' Shorthand at one of Dr. Thomas' lectures, recently—the poor girl's cup of sorrow seemed quite full. Under a less heavier load many a stout heart has faltered and failed.

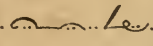
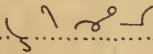
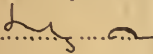
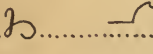
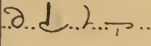



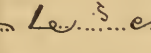
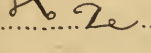

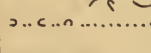
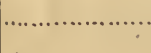

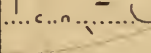


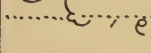
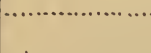

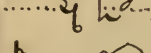
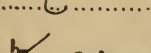

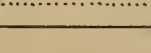
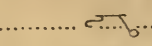
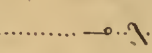
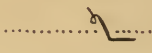
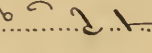
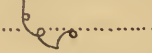

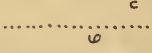






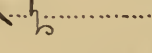
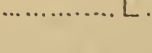
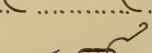
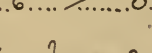

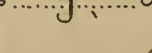
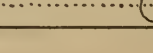
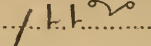
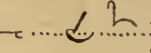
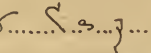
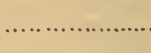

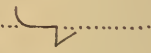

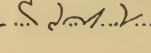
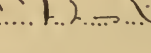
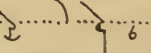
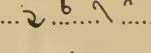
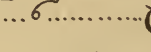
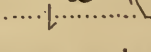
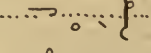
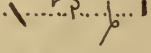

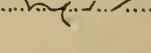


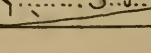
The lady phonographer of R. Connable & Sons, wholesale fish merchants, 269 S. Water street, had no knowledge whatever of shorthand two months ago; yet, in that time, by our easy, thorough, quick-time methods, we fitted her for the position she now holds. We have made the same record with others, and make no failures with even dull pupils in three months. Situations for all.

In these days, when one must have a knowledge of shorthand to get almost any kind of an office position, those not expecting to follow it all their lives have no time to learn the complicated systems. Haven meets this want with a system which can be mastered in principle in a few days, skill for amanuensis position obtained in a few weeks, and for court and convention, or speech reporting in a few months. Records of 300 words a minute have been made by the system; it is as plain as print when written, and is the only system needing neither dictionary nor phrase book.



# HAVEN'S POPULAR COURT READER.

(Continued from last issue.)

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|-----------------|---|--|
| MALCOM JACKSON  | } | COURT OF COMMON PLEAS.   |
| vs.             |   | BEFORE JUDGE D. D. SEVERNS.  |
| DANIEL C. KAIN. |   | CASE No. 61. JANUARY TERM, 1874.<br>PITTSBURG, PENN., April 2, 1874. |

For the plaintiff appear Messrs. Kelly and Leach.  
For the defendant appears Mr. Bernard Baker.

### TESTIMONY FOR PLAINTIFF.

MALCOM JACKSON, the plaintiff, sworn, testifies as follows:

#### DIRECT EXAMINATION.

Mr. Kelly:

- Q. What is your business, Mr. Jackson?
- A. I am superintendent of a glass factory.
- Q. Are you employed at present?
- A. Yes, sir; with James Whalen & Company.
- Q. Where were you employed in 1871?
- A. I was employed from April, '71, to March, '73, by Mr. Daniel C. Kain, trading under the firm name of D. C. Kain & Company, Glass Manufacturers.
- Q. What were your duties?
- A. I was general superintendent of their pot-house.
- Q. What were you to get for your services?
- A. Fifteen hundred dollars per year. One hundred dollars per month, as regular salary. The other three hundred dollars per year were payable to me at the end of the year, providing my services were satisfactory.
- Q. And in case they were not, how was that to be determined?
- A. Mr. Kain was to decide that himself, and if such was his opinion, our contract was to be terminated at such date.
- Q. How long was the contract made for?
- A. For one year, subject to renewal on same terms.
- Q. Did you get your fifteen hundred dollars at the end of the first year, that is, your regular salary of one hundred dollars per month, and the three hundred bonus?
- A. Yes, sir.
- Q. Did you continue in service on the same terms the second year?
- A. Yes, sir.
- Q. Did you get your three hundred bonus, the second year, in addition to your one hundred dollars per month?
- A. No, sir.
- Q. Why not?

Objected to. Objection sustained.

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Q. Did Mr. Kain refuse to pay you the three hundred dollars bonus for the second year?

A. He did.

Q. Did he give any reason for withholding it?

A. Not to me.

Q. Did he say he was dissatisfied with your services for the year?

A. No, sir.

Q. Did he give you no reason for terminating contract?

A. No, sir. He did not terminate the contract.

Q. Who terminated it?

A. I did.

Q. For what reason?

A. I had an opportunity for getting better pay than my present position.

Q. Then, as far as you know, Mr. Kain was perfectly satisfied with your services for the last year you were with him?

A. Yes, sir.

Q. And you do not know why he refused to pay you the three hundred dollars bonus due you for the second year's salary?

A. Not unless he was angry on account of my leaving his employ.

Answer objected to, and motion made to strike from the record.

Objection sustained. Motion taken under consideration.

Q. Did you ever have any conversation with Mr. Kain in which he stated that he would send you a check for the second three hundred dollars?

A. I had such a conversation.

Q. When was that and where was it?

A. It was in the office of Mr. Kain, at Chambersburg, a few days after my second year.

Q. Did he say that he would send the money to you?

A. He stated he would send a check for the amount.

Q. Who was present at that time?

A. I think his son, John Kain, Jr., was present.

Q. Do you know how he came to be in the office at the time?

A. He was bookkeeper for his father, at the Chambersburg factory.

Q. Who is the bookkeeper now, John Kain, Jr.?

A. Yes, sir; he is bookkeeper for his father, John C. Kain, trading as John C. Kain & Co.

#### CROSS EXAMINATION.

Mr. Baker:

Q. When was this contract entered into between you and Mr. Kain?

A. Late in March, 1871.

Q. Where was it made?

A. In Mr. Kain's office, at Chambersburg.





IN THE MATTER OF THE PROBATE OF  
A PAPER PROPOUNDED AS A CODI-  
CIL TO THE LAST WILL AND TESTA-  
MENT

OF  
CHARLES CARTER, Deceased.

SURROGATE'S COURT,  
County of Camden, State of N. J.  
BEFORE HON. H. M. FINTER,  
SURROGATE.

CAMDEN, N. J., May. 15, 1852.

For the proponent appears Mr. Peter Day.

For the contestants appear Messrs. Wide and Wake.

DR. JAMES LELAND, a witness on behalf of the proponent, being duly sworn, testified:

DIRECT EXAMINATION.

By Mr. Day:

Q. Dr. Leland, did you ever attend the testator, Mr. Charles Carter professionally?

A. Yes; I was his family physician for twenty years prior to his death.

Q. Where did he reside during his last illness?

A. At 1405 Walnut Street.

Q. You attended him until the day of his death?

A. Yes.

Q. I have a paper here which I wish you would look at carefully, and tell me if you ever saw it before? [Hands paper to witness.]

A. Yes. [Examining paper.] This is a codicil to Mr. Carter's will.

Q. Is that your signature? [Pointing to the paper.]

A. Yes.

Q. Did you sign this document in the presence of the other witnesses, whose names are thereunto attached?

A. Yes.

Q. And did they sign in your presence on the same occasion?

A. Yes; we all signed our names in the order shown on the document, one signing immediately after the other.

Q. Did Mr. Carter sign first or last?

A. First.

Q. In the presence of those witnesses?

A. Yes; that is, he made his mark, he was too weak to write.

Q. Was the codicil read over to him before he signed it?

A. It was.

Q. The entire document?

A. Yes; every word of it.

Q. In the presence of yourself and the other witnesses?

A. Yes.



CROSS EXAMINATION

By Mr. Wake.

Q. You were Mr. Carter's family physician for how long?

A. About twenty years.

Q. What was the nature of his last illness?

A. Paralysis—cerebral hemorrhage.

Q. Had he any previous attacks of this malady?

A. Yes; several.

Q. How long was he sick with this last attack—the one from which he died?

A. About five weeks.

Q. Was he not unconscious when this codicil was signed?

A. No, sir.

Q. He had been unconscious a few days before, had he not?

A. Not for ten days before.

Q. The first time you saw him after his last attack of paralysis, he was unconscious, was he not?

A. Certainly; it was but a few hours after the attack.

Q. Did he not remain unconscious for several days?

A. Not entirely unconscious; his consciousness gradually returned after the day of attack.

Q. Do you recollect the date and circumstances attending the signing of this codicil?

A. Perfectly well; the date was the 4th of June, 1849.

Q. Who asked you to subscribe to this paper?

A. Mr. Carter.

Q. How?

A. I supposed he wished me to sign the paper, and I asked him the question and he nodded.

Q. Was Mr. Carter able to articulate at any time after his last paralytic stroke?

A. No, sir.

Q. Then you volunteered to act as witness to the will?

A. I did.

Q. Had you any particular reason for supposing that you would be desired as witness?

A. I was present when the paper was brought into the room by Mr. Strong, and I think the time for signing the codicil was arranged so that it should be done when I was present, in order to have my opinion about Mr. Carter's mental ability at the time of signing, and also that I might act as witness. I am not sure that anybody asked me to be a witness to it, but I received the impression somehow that I was to be one.



## CHAMPION OF THE WORLD.

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### A SYRACUSAN BEATS THE RECORD FOR FAST TYPEWRITING.

---

**Wonderful Work by Miss Katherine V. Curry, of that City—She Writes 182 Perfect Words in a Minute on a Smith Premier Typewriter.**

An event that had been looked forward to with considerable interest by local stenographers and typewriters, says the *Syracuse Journal*, occurred last night at the Henley Shorthand College in the Everson block. In the presence of about seventy persons, Miss Katherine V. Curry, of 402 Jackson street, that city, attempted to break the world's record of fast typewriting, and she succeeded beyond all expectations. The timekeepers were Oramel G. Jones, President of the Board of Fire Commissioners, and J. A. Dakin, professor of stenography at Wells' Business College. The judges were District Attorney Theodore E. Hancock, Giles Stillwell, President of the Board of Education, and Cyrus L. Hasbrouck, Secretary of the Business Men's Association. Among those present were Attorney Lawrence T. Jones, Fred. C. Eddy, Cashier of the Bank of Syracuse; Attorney Donald McLennan, Alderman E. J. Mack, L. A. Eddy, Superintendent of Bradstreet's Mercantile Agency; a *Journal* reporter, and a number of well known stenographers and typewriters.

It is said that the fastest sworn record of typewriting is 172 words a minute. Miss Curry last night made a record of 182 words a minute, and the timekeepers and judges made affidavit to it. She used the test sentence, "Now is the time for all good men to come to the aid of the party," which is one of the fairest criterions of fast work. The typewritist operated a Smith Premier typewriter, which worked perfectly, and showed a wonderful capacity for speed. Miss Curry first undertook to write 160 perfect words a minute, and succeeded in rattling off 172 words; but some of them were not perfect. Then she attempted to write 180 words in a minute. On the first trial she wrote 176, all perfect save one. Then she succeeded in getting 180 words on the paper, but some of them were not perfect. On the third trial, however, she wrote 180 words; all of which were perfect. This was greeted by applause. Miss Curry then endeavored to break her own record. On the first trial she made 180 words in a minute; next she fell off a little, and only got 179; but on the third trial attained the unprecedented speed of 182 words in sixty seconds. Those persons who witnessed the exhibition were simply astounded, and they most heartily congratulated Miss Curry.

The young lady has run a typewriter for the last five years, but it was only last July that she began to practice for speed work. She has charge of the "practical" department of the Henley College. It would seem that now is the time for fast typewriters of the country to come to the aid of their profession, and beat Miss Curry's remarkable record if they can. She proposes to hold the world's championship against all professional stenographers and typewriters, and no test will be considered by her that is not under affidavit by reputable people.

## TEACHERS' DEPARTMENT.

On this and the next four pages we give specimens of the Records used at Haven Colleges, full explanation of which is given in Haven's Shorthand Teacher's Companion, a treatise every teacher of any system should have. For particulars, address C. Haven, Tribune Bldg., Chicago.

The dotted lines shown in the Records indicate RED INK lines.

# ATTENDANCE RECORD

[illegible]

# MEMBERSHIP RECORD.

[illegible]

# MEMBERSHIP RECORD.

[illegible]



# LESSONS RECORD.

[illegible]

**For all information address C. HAVEN, Tribune Bldg., CHICAGO.**

# LESSONS RECORD.

[illegible]

## FUN.

(From Puck.)

Kind Son (back from the city)—I didn't know exactly what to bring you, mother, but here is the material for a new silk dress.

Loving Mother (opening package)—Oh, George, this would be just what I wanted if I had only bought it myself.

Ah, when the sunny tresses grow  
Out from the scalp and we behold  
Two different colors, then we know  
That all that's blondined is not gold.

# Typewriters !

New or Second hand of all makes, bought, sold, exchanged and repaired. Also rented anywhere in the country. Largest Stock in America. Not run by a Typewriter Manufacturer. Send for New Illustrated Catalogue describing all Machines. GERBER'S SUPPLIES.

**NATIONAL TYPEWRITER EXCHANGE**

200 LaSalle Street,  
CHICAGO.

## WANTED: TEACHER OR STUDENT

AS PERMANENT OFFICE ASSISTANT. Either Gentleman or Lady. No preference, qualifications being equal. Salary \$750, and Railway fare paid to Office if engaged. Enclose reference and self-addressed stamped envelope to

HENRY JONES, SECRETARY,  
CHICAGO, ILL.

## ADVERTISING.

If you wish to advertise anything anywhere at any time write to GEO. F. ROWELL & CO., No. 10 Spruce St., New York.

EVERY one in need of information on the subject of advertising will do well to obtain a copy of "Book for Advertisers," 368 pages, price one dollar. Mailed, postage paid, on receipt of price. Contains a careful compilation from the American Newspaper Directory of all the best papers and class journals; gives the circulation rating of every one, and a good deal of information about rates and other matters pertaining to the business of advertising. Address ROWELL'S ADVERTISING BUREAU, 10 Spruce St., N. Y.

## The Caligraph.



—SEND FOR CATALOGUE.—

**S. F. Rowell & Co.,**

NORTHWESTERN AGENTS,

185 LA SALLE ST., CHICAGO.

Mention this advertisement

**100 MISCELLANEOUS ACTUAL BUSINESS LETTERS 10c.**  
Arranged for Shorthand and Typewriting practice, with words counted and numbered for timing speed, will be sent to any address by C. HAVEN, TRIBUNE BUILDING, CHICAGO, ILLINOIS, on receipt of

**10,000 WORDS OF ACTUAL COURT TESTIMONY 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**10,000 WORDS OF ACTUAL CONVENTION PROCEEDINGS 10c.**  
Selected for Shorthand and Typewriting practice, with words counted and numbered for timing speed will be sent by C. HAVEN, Tribune Building, CHICAGO, ILL., on receipt of

**ALL THE ABOVE** Letters, testimony and convention practice, and much more, together with a complete set of Haven's easy and self-teaching 300 Words a Minute Shorthand Lessons will be sent **FREE** to every purchaser of Haven's Complete Manual of Typewriting, endorsed by the New York Herald, Philadelphia Press, Boston Herald, and other leading Eastern and Western dailies, and hosts of practical operators, as "The only complete work on Typewriting published."

The Manual contains fine-simile specimens of typewriter work of every kind—epistolary, society, legal, journalistic, and commercial—accompanied by perfectly clear explanations descriptive of each specimen, its execution in detail, spacing, centering of lines, rules of contrast, etc., most of the points being found to be both new and useful to even the most expert operators. Whether you are teacher, expert, learner, or about to learn typewriting—no matter what make of machine you favor, you cannot afford to be without a copy.

**Price.**—\$2.00 to the public—but \$1.33 to anyone who, when they send the money, will tell where they saw this advertisement. Remit to C. HAVEN, Tribune Bldg., CHICAGO, ILL.



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# THE MODERN REPORTER.

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A Progressive Monthly Magazine of Practical Short-Hand and Type-Writing for the  
Entire Profession, all Teachers and their Pupils, and the Home Student.

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ELEVENTH YEAR. }  
NUMBER 5. }

MAY, 1892.

{ 10c. A COPY.  
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## OUR POPULAR COURT READER.

We give another installment of the Court Cases on following pages. They will be complete in six numbers, commencing with March issue. Price, 10c. each, or 53c. for the six; five numbers, 45c.; four numbers, 36c.; three numbers, 27c.; two numbers, 18c.

## ITEMS, PERSONAL AND OTHERWISE.

Miss Emma Burlingame is probably one of the lightest hearted and industrious ladies in the short-hand profession. Of course, she is a Haven writer.

There are few better caligraph operators and Haven short-handers than Miss Christina Paulson, amanuensis for Nusbaum & Co., 230 and 232 Adams Street.

The Mercantile Publishing and Advertising Co., 233 and 240 Fifth Ave., have a worthy young lady short-hander and typewritist in the person of Miss Josephine Schmitt.

A high rate of speed and good work are two characteristics of Miss Bertha Osborne, the pleasant little lady Haven short-hander and typewritist of Patrick's Importing Dry Goods Specialty House, 226 and 228 Adams Street.

Miss Grace Dow is the capable lady stenographer and typewritist of the Practical Art School Co., Bort Building. Miss Dow is a three months Haven graduate, and while at college a month before the termination of above course did as good work as many stenographers of several years' experience. She had no previous knowledge of the art when she began her course at the Chicago Haven College.

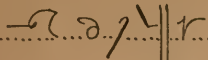


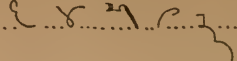



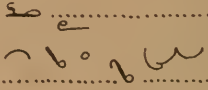


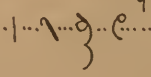



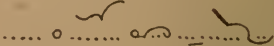

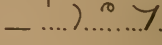
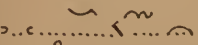




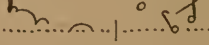

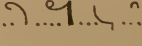
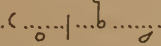









Miss Cassie J. Lincoln, a recent three months Haven graduate, after being but one week in her position, taken at expiration of her course, had her salary materially advanced, and has been given as her future task the most difficult work of the office, because, during that first week she proved herself to be superior to the two other short-hand writers in same office, although they had long experience.

In these days when one must have a knowledge of short-hand to get almost any kind of an office position, those not expecting to follow it all their lives have no time to learn the complicated systems. Haven meets this want with a system which can be mastered in principle in a few days, skill for amanuensis position obtained in a few weeks, and for court and convention, or speech reporting, in a few months. Records of 300 words a minute have been made by the system; it is as plain as print when written, and is the only system needing neither dictionary nor phrase book.



# HAVEN'S POPULAR COURT READER.

(Continued from Last Issue.)

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| COMMONWEALTH          | } | COURT OF OYER AND TERMINER.            |
| vs.                   |   | COUNTY OF PHILADELPHIA, PENN.          |
| GEORGE BECKETT ET AL. |   | SAMUEL CAMPBELL, P. J.                 |
|                       |   | PHILADELPHIA, PENN., October 11, 1855. |

Prosecutor William Matlack for the Commonwealth.  
A. Carpenter and R. L. Kerr, Esqs., for prisoners.

# FIRST DAY—AFTERNOON SESSION.

AUGUST SCULL, being duly sworn, testified as follows:

## DIRECT EXAMINATION.

By Mr. Matlack:

Q. What is your name?

A. August Scull.

Q. What is your business?

A. My business is brass finishing.

Q. Where do you live?

A. At No. 277 South Street.

Q. Did you know Mr. Charles Hill in his lifetime?

A. I knew him well, sir.

Q. How well, or intimately, did you know him?

A. As intimately as a man could by having six or seven years knowledge.

Q. Where were you in the habit of meeting him?

A. Up in his office.

Q. How frequently did you see him there?

A. Well, for the last year, I saw him twice a week.

Q. Where else were you in the habit of meeting him? Did you ever meet him at his place of residence?

A. Yes, sir.

Q. About how frequently?

A. Every Sunday for a year.

Q. That was at Watts', was it?

A. Yes, sir.

Q. On South Street?

A. Yes, sir.

Q. Did you ever meet him on the street?

A. Very seldom, except by appointment.

Q. About how often were you in the habit of meeting him, putting all your meetings together?

A. Two or three times a week.

Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style, typical of early manuscript notation. The staff is divided into measures by vertical bar lines. The notes are written in a way that suggests a specific rhythm and melody, though the exact notes and their values are not clearly identifiable due to the handwriting and the lack of a key signature or time signature.

- Q. And for how long a period of time?
- A. For the last year.
- Q. You knew him intimately and well, did you not?
- A. Yes; and for six years previous, but the last year was most intimate.
- Q. Did you see the body lying at the morgue in the month of May?
- A. Yes, sir.
- Q. Was that on the same day of the discovery, or was it the day following?
- A. It was the day following.
- Q. At what time of the day?
- A. At eleven o'clock in the morning.
- Q. With whom did you go?
- A. With Samuel Garrison.
- Q. Did you see more than one body lying there?
- A. No, sir.
- Q. Whose body was it you saw lying there?
- A. Mr. Charles Hill's.
- Q. What satisfied you that it was his?
- A. Its general appearance and contour and outline; I was satisfied it was his beyond all question, the moment I saw it; I could not be mistaken.
- Q. What did you know it by—specify what it was?
- A. I saw the small imperial under his lip, which I knew he always wore while alive; but the body was his, and I was so satisfied with the general appearance that I had no doubt it was the remains of Charles Hill, my friend.
- Q. Were there any other peculiarities which you noticed?
- A. Well, he had a peculiarity, while living, a broken finger on his right hand. I noticed his hand lying across his stomach—his right hand was lying across his stomach—and I noticed his finger.
- Q. How about his hair?
- A. The hair was a dark brown, and I was satisfied it was Hill's hair.
- Q. And as to the shape of the forehead?
- A. The shape of the forehead was his. It was unquestionably the body of Charles Hill.

#### CROSS EXAMINATION.

By Mr. Kerr:

- Q. Have you taken an active part in the prosecution of the case?
- A. Well, I believed I should do so.
- Q. You have, have you?
- A. Yes, sir; I have.
- Q. You have given money for this prosecution?



Handwritten musical notation on a staff.

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A. No, sir.

Q. You have simply given your time and attention?

A. Yes, sir.

Q. What was the size of the body you saw?

A. The size of the body?

Q. Yes, sir.

A. His height?

Q. The size; that calls for more than the height.

A. He was a large man.

The Court:

You misunderstood the question; he is talking about the body as seen in the morgue. Describe that body.

A. It was a large body; it seemed to be about 6 feet long.

By Mr. Kerr:

Q. I will get at it in this way. What was the size of Mr. Hill in his lifetime—how high was he?

A. About 5 feet 11.

Q. How broad shouldered; how was his chest, etc.?

A. I couldn't give you his width.

Q. What was his weight?

A. He weighed about 180 pounds.

Q. About 5 feet 11 in height?

A. Yes; he would weigh about 180 or 185.

Q. What was the size of the body at the morgue?

A. Well, I should say it was a body of about that size.

Q. Do you think you can approximate the height of a man by the body when it is reclining?

A. I think so.

Q. That is all.

The Court [addressing the State's Attorney]: Is this your last witness?

Mr. Matlack: It is the last in order to-night, and it is the hour of adjournment.

Mr. Kerr: May I ask the prosecution what branch of the case they will be likely to take up to-morrow?

Mr. Matlack: I can not tell yet. There will, however, be more on this line.

Mr. Kerr: I put the question because there are things we want here when certain witnesses are cross examined, and we do not want to keep them here.

The Court: They will keep on this line for some time, and undoubtedly give you notice when they get through. We will now take a recess until ten o'clock to-morrow morning.

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Handwriting practice lines with cursive letters 'h' and 'k' on a three-line grid.

Handwritten musical notation on five-line staves, featuring various notes, rests, and clefs.

14

PHILADELPHIA, Oct. 12, 1855.

SECOND DAY—MORNING SESSION.

MR. GEORGE E. KROUSE sworn.

DIRECT EXAMINATION.

By Mr. Matlack:

State your residence and business, Mr. Krouse.

A. I live at 474 North Street, and am a wholesale wine and liquor merchant at No. 319 Division Street.

Mr. Kerr: Did we receive the name of this witness in the list that was given us?

Mr. Matlack: Yes, sir; I think so.

Mr. Kerr: I think not.

Mr. Matlack: I understand so. I think the name is there, though I am not sure.

The Court: On what line is he to testify?

Mr. Matlack: On identification.

The Court: Then, I will let him testify.

Mr. Kerr: We have no objection if it is on that line.

Mr. Matlack:

Q. Did you know Charles Hill in his lifetime?

A. I did.

Q. For how many years did you know him?

A. For about five years.

Q. Intimately, or otherwise?

A. Very intimately.

Q. In what connection did you know him?

Mr. Kerr [interrupting]: I object. It is not material.

Mr. Matlack: Did you know him in a business way, or socially, or how?

A. Socially; in society.

Q. How often did you see him during that time?

A. Very often; a couple times a week in society and meetings.

Q. Did you see him elsewhere?

A. Yes, sir; entertainments, and one thing and another. We were intimate friends.

Q. In the month of May, of this year, did you see the body of a dead man in the city morgue?

A. I did.

Q. Do you remember the day of the month?

A. No, sir; it was the day after the body was found.

Q. What time of the day?



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A. Just previous to the post-mortem examination. It was in the morning.

Q. Were you alone?

A. No; there were five or six of us together.

Q. Who?

A. James Smith, Doctor Forrest, and several of the other doctors; and I think you, Mr. State's Attorney, came at the same time.

Q. Did you see more than one body?

A. No, sir; that was all.

Q. In what condition was that body?

A. The body was in a condition that as soon as I looked at it I recognized it to be Mr. Charles Hill.

Q. Did you observe any peculiarities that attracted your attention?

A. The shape of his forehead and general features and general appearance, because I was so frequently with the man and knew him so well that I identified him as soon as I looked upon him.

Q. That is all.

#### CROSS EXAMINATION.

By Mr. Kerr:

Q. How much hair was there on his head?

A. Very little.

Q. Indicate to the jury in some way how much.

A. I can not tell.

Q. What part of the head was covered with hair?

A. Part of the forehead, I think; but I didn't take much notice.

Q. Generally, the head was stripped of hair, was it not?

A. Pretty much.

Q. You didn't notice whether there was any or not?

A. Yes; you could see a few hairs remaining.

Q. How about the mustache?

A. There was a little part of it on one side yet.

Q. How about the eyes?

A. You could identify the eyes.

Q. Could you see the color of his eyes—were the eyes open?

A. I could not tell that now.

Q. Did you identify the color of his eyes?

A. No; I did not.

Q. How about the ears?

A. I don't know, as I didn't much notice his ears.

Q. How about the neck?

A. By his general appearance I recognized the body, as I said before.

Q. What was the condition of the neck, please?



- A. Pretty sloped down, and pretty well used up, the same as the body.  
Q. You looked at the body closely?  
A. I did; I walked around it.  
Q. You looked at it very closely?  
A. Yes, sir.  
Q. You base your testimony on that kind of a view?  
A. Yes, sir.  
Q. That is all.

FRANK WATTS, being duly sworn, testified as follows:

DIRECT EXAMINATION.

By Mr. Matlack:

- Q. What is your name?  
A. Frank Watts.  
Q. Where do you live?  
A. At present I live at 237 Park Street.  
Q. Where did you live before you moved to your present residence?  
A. No. 470 North Street.  
Q. On which side of North Street was that place?  
A. On the east side.  
Q. Did you know Charles Hill in his lifetime?  
A. Yes; intimately.  
Q. For how many years?  
A. Between ten and eleven years.  
Q. Where did you know him?  
A. He was a member of my family during that entire time.  
Q. In what place?  
A. In St. Louis, and afterward here.  
Q. You may state whether or not he was a member of your family in the month of May of the present year.  
A. He was.  
Q. State whether or not in that month you saw the body of a dead man in the city morgue.  
A. I did.  
Q. When?  
A. Between seven and eight o'clock on the 22d of May.  
Q. Do you remember the day of the week?  
A. On Wednesday.  
Q. Who was present when you saw that body?  
A. James Smith, Dr. Forrest, I think, and a number of others, among them John Hill, Charles Hill's brother.  
Q. State whether or not you recognized that body.



## A WONDERFUL MACHINE.

A person who may have lived in the time of Benjamin Franklin, could not have been made to understand how it would be possible to travel across this continent, a distance of say 3,000 miles, in a week or ten days, particularly when it used to take in his day half that time to go from Philadelphia to New York, a distance now covered in two hours.

The users of the old tallow dips could not be made to understand the radiance and economy of the electric lights of to-day, or the possibility of speaking from continent to continent with the loss of perhaps only a minute or two. It is difficult for persons to understand what does not come within their experience, and so operators on an old make of type-writing machine, no matter what its number or date, so long as it is made on the old plan, are so accustomed to the awkwardness and incongruities of these old instruments that they cannot imagine anything better, at least not until they have themselves demonstrated the difference.

It is therefore very amusing to watch the countenance of an operator on the older makes, after he has sat down before the Smith Premier and used it for a few minutes; and, if this use be extended to a day, and he attempts to go back to the old key-board, and the old inconveniences generally, he for a time wonders how he could ever have gotten along without certain things which the Smith Premier type-writer possesses and all others lack—a full and rational key-board, perfect alignment, the easiest sort of touch, the neatest of printing, the ease in which the matter can be referred to and an omission inserted without loss of time; all these and many other little conveniences that we have not time to describe in this space, are sure to appeal to the good sense of every operator who tries the Smith Premier.

Of course, one becomes accustomed to awkward methods of doing things when one knows no better, but the manner of inserting corrections or looking at the work is so cumbrous on the other machines, so injurious to the eyesight, and the plan of their manipulation is so awkward, comparatively speaking, preventing the speed which is attainable by the Smith Premier, that it has ceased to be a question as to which machine is the leading one.

And now one word as to the wear of old machines. Salesmen of old machines are very apt to attempt to make sales by frightening purchasers in reference to the wearing qualities of a new instrument, claiming that an old machine has stood the test of time, and a lot of other bosh of the same sort. When an architect is building a new house, he does not have to fear that certain steel beams or other building material may not wear because it has not been put in use before. And just as certainly as we know that two and two make four, the architect knows that the material he uses in his building will stand the same strain or test of time as the same sort of material did in other buildings hundreds of years ago. And the mechanic knows just as well how long the steel and other elements of a type-writer will last whether it is in a new machine or an old one. The matter of wear and tear is one of simply the material used and, of course, if a new one has the same or better material, it will wear just as long or longer than the old makes. The Smith Premier, therefore, using even better material in its construction than others, is by all odds the best machine in this respect as well.

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is the ONLY system of

## SHORT-HAND

requiring NO dictionary or phrase book; the *only* system available for every purpose for which PHONOGRAPHY or PENMANSHIP are employed; the ONLY system by which the notes of one writer, when correctly written, can be read with CERTAINTY by ANY other writer of the system; and the only system which one has time to learn these busy days.

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NUMBER 6. }

JUNE, 1892.

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## ITEMS, PERSONAL AND OTHERWISE.

Miss Lucie Weil is the accomplished Haven shorthand and typewritist of the Chicago Rawhide Manufacturing Co., 75 and 77 Ohio street.

Miss Christina Johnson is the capable young lady stenographer and typewritist of Carl C. Shepard Co., interior furnishings, 302 Michigan avenue.

The Star Rubber Company, Auditorium building, have a cultured and lady-like little stenographer in the person of Miss Maud Shepard, a three months' graduate of the Chicago Haven College.

Miss Kittie Cribben carries a cute little chatelaine watch, the gift of her employers, Messrs. A. & L. Felsenthal, wholesale jewelers, in recognition of the excellence of her shorthand and typewriting services.

Miss Ella Wright, a recent three months' graduate of the Haven shorthand, is one of the most careful phonographers and typewritists in the profession. Her legal transcriptions are marvels of neatness.

Mrs. Alice Kiley, a three months' Haven graduate, has charge of the correspondence department of the Pearl Baking Powder Company. This company employ a number of operators in Mrs. Kiley's department, under her charge.

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In these days when one must have a knowledge of short-hand to get almost any kind of an office position, those not expecting to follow it all their lives have no time to learn the complicated systems. Haven meets this want with a system which can be mastered in principle in a few days, skill for amanuensis position obtained in a few weeks, and for court and convention, or speech reporting, in a few months. Records of 300 words a minute have been made by the system; it is as plain as print when written, and is the only system needing neither dictionary nor phrase book.



(Continued from Last Issue.)

GEORGE BINDER }  
vs. }  
HENRY T. NAGLE. } BEFORE JUDGE JAMES ATKINSON. CASE No. 309,  
NEW YORK, N. Y., Nov. 6, 1845.

Samuel S. Stover, for plaintiff.

Charles Willard and Marcus Tooler, for defendant.

### TESTIMONY FOR PLAINTIFF.

GEORGE BINDER, the plaintiff, being duly sworn, testified as follows:

#### DIRECT EXAMINATION.

By Mr. Stover:

Q. What is your business, Mr. Binder?

A. Wholesale dealer in telegraphic outfits.

Q. Did Henry T. Nagle, the defendant, ever purchase goods of you?

A. Yes, sir; for many years prior to January 29, 1843.

Q. Why did he stop buying of you at that date?

Objected to. Objection sustained.

Q. He stopped buying of you at that date, did he?

A. He did.

Q. Was his account square with you then?

A. It was not. He then owed me a balance of two hundred and ninety-eight dollars and fifty-seven cents.

Q. How was this balance settled?

A. By a note drawn for that amount, payable thirty days from date.

Q. Is this the note, Mr. Binder?

A. It is.

Q. Was it ever paid?

A. It was not, or the protest would not be written on the back of it, and I would not now be in possession of it.

Q. Was no amount whatever paid on account of that note after protest?

A. There was not.

#### CROSS EXAMINATION.

By Mr. Willard:

Q. Mr. Binder, what does this amount, two hundred and ninety-eight dollars and fifty-seven cents, represent, and how far back does it date?

A. It dates back about two years, or a little over, and it represents what Mr. Nagle owes me.

Q. I understand that the last bill was bought a few weeks previous to the making of this note—is that so?

A. Possibly it was.

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Q. And that the goods were delivered on the day that the note was made?

A. Yes, sir; I think they were.

Q. Has there been no payment made on account of this note?

A. I have no recollection of any.

Q. Do you not recollect of one day in January, of this year, receiving twenty-five dollars from Mr. Nagle on account of this note?

A. I do not.

Q. Nor twenty dollars?

A. No, sir.

Q. And you called for the money several times, did you not?

A. Yes, sir; I did.

Q. Did not Mr. Nagle, on a certain day in January, of this year, promise to pay twenty-five dollars on account of this note?

A. Maybe so. He used to make about six promises a week of a similar kind.

Q. Did he not meet you at Desbrosses Street Ferry, one day in that month, of that year, and pay you twenty-five dollars on account of this note?

A. I remember meeting him several times at that ferry, but I never received any money from him at any time on account of this note.

Q. You are positive that you do not remember receiving any money from Mr. Nagle on account of this note?

A. I know I never did.

Q. I believe you said in your direct examination that the note was for thirty days?

A. Yes, sir.

Q. This is the note, I believe?

A. It is.

Q. This note reads "one month from date"—which is correct?

A. The note, of course.

Q. Then you admit that, in this instance, your memory was at fault?

A. Well, as to the thirty days, yes.

Q. But not as to having received payment on account of this note from Mr. Nagle?

A. No; as to that, I am positive.

Q. Of what?

A. Of never having received any money on that note.

Q. Now, Mr. Binder, do you not remember, upon another occasion, in January of this year, when you called upon Mr. Nagle, as he was about leaving his office upon an important business engagement, on which occasion





he paid you money on account of this note?

A. I do not.

Q. What sort of telegraphic instruments was this last bill for—this bill for goods delivered on the day the note was made—what sort of instruments?

A. There were some relays and sounders, and some small articles which I do not now remember.

Q. How many of the articles included in that bill were returned to you by the defendant?

A. None of them.

Q. Did not Mr. Nagle come to you on that day, after the note was given you, and notify you that the goods you sent him were not as represented and that he intended to return them or some of them to you the next day?

A. No, sir.

Q. Did he not return them to you?

A. No, sir.

Q. Do you mean to say you never received back from Mr. Nagle any portion of the goods sent him by you on the day this note was signed?

A. I most emphatically mean to say I did not receive any of my goods back from Mr. Nagle, after the signing of that note.

Q. And never received any complaint about them?

A. No, sir; not that I remember.

Q. Ah, not that you remember. But it might have happened, you think?

A. No, sir; I do not think so.

#### RE-DIRECT EXAMINATION.

By Mr. Stover:

Q. Mr. Binder, are you positive that you never received any payment on account of this note?

A. I am very positive that I did not.

Q. Do your books or any memoranda of yours contain any such entries, affecting this note?

A. No, sir.

Q. Would they, if such payment had been made?

A. They certainly would.

#### RE-CROSS EXAMINATION.

By Mr. Willard:

Q. Are you positive that Mr. Nagle never complained about your last sale to him?

A. I am very positive that he never did, and he never returned any of these goods to me.

#### PLAINTIFF RESTS.

[illegible]

SECOND DAY.

NEW YORK, N. Y., Nov. 6, 1845.

TESTIMONY FOR THE DEFENSE.

HENRY T. NAGLE, the defendant, sworn in his own behalf.

DIRECT EXAMINATION.

By Mr. Willard:

Q. This promissory note, for two hundred and ninety-eight dollars and fifty-seven cents, which you gave Mr. George Binder, for goods purchased, did you pay it when it became due?

A. I did not.

Q. Why not?

A. Because I found out, after giving the note, that Mr. Binder had not sent me the kind of goods ordered, and the goods were inferior to the ones I had previously bought at same price.

Q. Did you ever speak to Mr. Binder of this?

A. Yes, sir, repeatedly, and sent the goods back to him, but he would not receive them.

Q. Did he give you any reason for not taking the goods back?

A. Only that he would not receive them.

Q. You are positive that he never gave any reason?

A. I am positive he never did to me.

Q. When did you first complain personally to Mr. Binder, in relation to the goods bought of him, January 29, 1843?

A. It was either the first or second or third day of February, 1843. I received the goods a day or two after the note was given, and I called on Mr. Binder the very day I received the goods, but he was out, so I left word for him to call on me, which he did on either the first, second, or third of February, 1843, and I then complained personally about them. He then said he would not receive them back.

Q. You asked him to take them back, did you?

A. I did.

Q. And he positively refused, you say?

A. Yes, sir; positively.

Q. Giving what reason?

A. No reason, only that he would not take them back.

Q. And you say, because the goods were not as represented you refused to pay this note of two hundred and ninety-eight dollars and fifty-seven cents?

A. Yes, sir.

Q. Did you ever offer to pay Mr. Binder what you claim you rightly owed him?

A. Yes, sir; if he would, from the amount of the note, deduct twenty





dollars, the price of the instruments I desired to return, I was willing to pay the balance.

Q. Did you offer this money personally to Mr. Binder on or before the day the note became due?

A. I offered it several times before, and on the day the note became due, also.

Q. Did he accept?

A. He did not; he positively refused to accept the money.

Q. Giving you no reason?

A. None whatever.

Q. Did you offer him the money at any time after the note was protested?

A. I offered him, some days after the note was protested, the same amount as I had offered him before, but I refused to pay the protest on the note, and also refused to pay for the goods I didn't want.

Q. And you tried to return the goods?

A. I did, several times, before and afterward, and am willing to return them yet, as I have them in the same condition as when bought.

Q. Has Mr. Binder, at any time, received any money from you on account of your indebtedness to him?

A. Twice on account; and he was willing to receive the amount I offered him before the note was due, but he would only receive that money as an account payment. He declined to receive it with the instruments, as a full payment, returning me the note.

Q. You say you offered to pay that note after it was protested?

A. I offered, after the note was protested, to pay Mr. Binder two hundred and seventy-eight dollars and fifty-seven cents cash, and return the goods not ordered, if he would give me the note. But I would not pay the protest, and, of course, I refused to pay for goods that were not the ones ordered. I made this offer before the note came due, and the day the note was due, but only once after it was due—a few days after.

Q. Was your offer accepted?

A. It was not.

Q. Did you ever pay Mr. Nagle any money on account of this note?

A. I did.

Q. When?

A. On one occasion—it was January of this year—I paid him—Mr. Binder—twenty-five dollars, and again, on the 23d of same month, I paid him twenty dollars, both amounts on account of the bill.

Q. Was that all?

A. That was all that I paid him on account of the bill.

Q. Did you get receipts for these amounts?

## THE GOVERNMENT ENDORSES THE SMITH PREMIER TYPEWRITER.

The war department of the government having occasion for 150 typewriting machines, solicited tests from the different manufacturers which, it is understood, were more severe than those required in previous typewriting tests, the result being that the Smith Premier was awarded the order by the government, which thereby practically, though unofficially, endorses that machine as the most perfect instrument on the market.

This endorsement is something more than that which might be made by any firm, for the government has a wider range of experience in typewriting work of every description; it employs a great many operators, and it has among its employes in different departments many mechanics of skill, whose judgment in respect to the working qualities of machines is of the highest order, no matter whether it be in respect to typewriting or other machines.

It is, therefore, to be expected that the government has not failed to avail itself of the skill in typewriting and general mechanics which these employes have, and the giving of such a large order to the Smith Premier, the largest order ever given by the government, is pretty clear evidence that that machine is the best in use, a decision which is of still greater value when it is considered that they have had in use in their different departments every known make of typewriting machines that are more than a mere toy.

The growth of this machine in popular favor has been a wonderful one. Although not more than a few years before the public, it has demonstrated its fitness for all kinds of work and the many conveniences of which it is possessed over all other machines, having crept into favor so rapidly and so surely, that it bids fair at a very early date to eclipse them all in popularity in every civilized city on the globe.

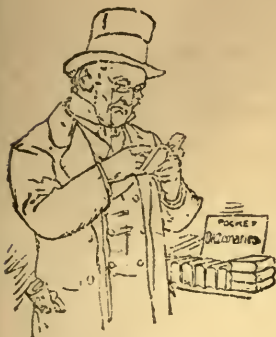
The Smith Premier Manufacturing Co., who own this wonderful machine, is presided over by a gentleman who has the reputation of doing well with every thing he undertakes, and spares no pains or money to make his undertaking not only superior for the time being, but permanently so. In the case of the Smith Premier typewriter, it is twenty years ahead of its time, so that it is impossible for any of the old machines or new ones, to very well compete with it in *advantages*, as all its important points are well secured by patent rights, and the company have sufficient capital to see that these rights are respected. It is a matter of pure enterprise and superiority that has enabled this company to successfully compete with other machines that have for years held the balance of power, which they are fast relinquishing to the inimitable Smith Premier.

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Knowall—I believe she caught him kissing his wife.



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Expert Short-hand Reporter and Type-writist, Founder of the Haven Colleges of Practical Phonography and Type-writing, Author of Haven's Practical Phonography, Haven's Complete Manual of Type-writing, Etc., Etc.

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| Away |         |        |           |        |
| Iowa |         |        |           |        |

|            | I. PITMAN. | GRAHAM. | HAVEN. |
|------------|------------|---------|--------|
| Evaporate. |            |         |        |

|           | I. PITMAN. | GRAHAM. | HAVEN. |
|-----------|------------|---------|--------|
| Emigrant  |            |         |        |
| Immigrant |            |         |        |

|      | B. PITMAN. | I PITMAN. | HAVEN. |
|------|------------|-----------|--------|
| Room |            |           |        |

|         | Leave | Love | Will have | You will have been |
|---------|-------|------|-----------|--------------------|
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As there are a few teachers of other systems who, being able to qualify in three to six months an occasionally bright student who has had previous study at home, and which schools are on that score advertising that they can graduate students in three months' time (meaning of course, not all their students), it is necessary that we call attention to the difference between such misleading advertisements and our own claims, as follows:

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Students who can by any possibility master and gain speed in three to six months by other systems, can be given such skill by the Haven system in one month.

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As before stated, we make **NO FAILURES** where our instructions are followed.

Teachers who cannot meet these claims by the system they teach should investigate Haven's, and change, if they desire to be up with the times.

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The girl stood on the burning deck,  
And calmly met her fate;  
She feared not death because she knew,  
She had put her hat on straight.

Uncle Jerry Rusk says he is not so much afraid of being struck by Presidential lightning as he is of having a brand of baking powder named after him.

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# THE MODERN REPORTER.

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A Progressive Monthly Magazine of Practical Short-Hand and Type-Writing for the  
Entire Profession, all Teachers and their Pupils, and the Home Student.

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ELEVENTH YEAR. }  
NUMBER 7. }

JULY, 1892.

{ 10c. A COPY.  
{ \$1.00 A YEAR.

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## OUR POPULAR COURT READER.

We give the concluding installment of the Court Cases on following pages. They are complete in five numbers, commencing with March issue. Price, 10c. each, or 45c. for the five; four numbers, 36c.; three numbers, 27c.; two numbers, 18c.

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## ITEMS, PERSONAL AND OTHERWISE.

Mr. Victor Benson is the courteous shorthand and typewritist of the International Mortgage Syndicate, Washington Block, 108 Fifth avenue.

Miss Christina Hannah is the capable young lady stenographer and typewritist of Carl C. Shepard Co., interior furnishings, 302 Michigan avenue.

The receipt is gratefully acknowledged of a crate of luscious Texas peaches from friend and former pupil, Mr. Jeff. D. Ellis, of Tyler, that State.

There is no stenographer and typewritist in the business that does neater and more exact work than Miss Annie Abels, the charming little lady Haven shorthand of the Redpath Lyceum Bureau. She was ready for a position within two months after taking first lesson.

Miss Nora Conley is the efficient Haven shorthand and typewritist of the wholesale clothing firm of Spitz, Landauer & Co., 152 Market street. Miss Conley has also done some very difficult work in the way of taking from dictation editorial matter for a leading Chicago daily.

Mr. J. G. Sprankle has been engaged by the editor and publisher of the *Inland Printer*, as his shorthand and typewriting private secretary. This is a difficult position to hold, and as there were many competitors for the place, Mr. Sprankle's selection speaks well for his ability as a Haven writer.

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In these days when one must have a knowledge of short-hand to get almost any kind of an office position, those not expecting to follow it all their lives have no time to learn the complicated systems. Haven meets this want with a system which can be mastered in principle in a few days, skill for amanuensis positions obtained in a few weeks, and for court and convention, or speech reporting, in a few months. Records of 300 words a minute have been made by the system; it is as plain as print when written, and is the only system needing neither dictionary nor phrase book.



# HAVEN'S POPULAR COURT READER.

(Continued from Last Issue.)

Handwritten musical notation on a page from Haven's Popular Court Reader. The page features a single staff with a treble clef and a key signature of one flat (B-flat). The notation is written in a cursive, handwritten style, typical of 19th-century manuscript notation. The music consists of a single melodic line. There are several measures of music, some of which are circled or have other markings. The page is numbered 1 in the top right corner. The notation includes various notes, rests, and accidentals, all written in a fluid, cursive hand.

A. I did not. He promised to send me receipts, but never did.

Q. Why did you not get receipts at the time these two payments were made?

A. Because they were made under circumstances which made it impossible to get them.

Q. How was that?

A. The first amount of twenty-five dollars was paid in Desbrosses Street Ferry, upon my meeting him there, and the second amount just outside of my office door, when I was starting out to fulfill an important engagement, and had only just time to catch the train.

Q. What makes you so positive about paying these amounts?

A. Well, I remember the transactions distinctly, and the entries are in my cash-book for those days.

Q. Is this the cash-book you refer to? [Showing book.]

A. It is.

Q. Can you point out the entries you refer to?

A. Yes, sir; there they are. [Indicating.] This is the first entry. [Reading.] January 13, 1845, paid to George Binder, on account, twenty-five dollars. And here is the other, in same words, under date of 23d, same month and year, twenty dollars.

Q. In whose handwriting are those entries?

A. They are in my own handwriting.

Q. You kept your own books at that time, did you?

A. I did—yes, sir; have always kept them and do now.

Cash-book offered in evidence and marked Exhibit A.

Q. Have you no other corroboration of your memory, excepting this book?

A. Yes, sir; a salesman of mine, Mr. Long, witnessed both payments.

Q. How was that?

A. He was with me at Desbrosses Street Ferry when twenty-five dollars were paid to Mr. Binder, and he stood at the window of my place of business when I handed twenty dollars to Mr. Binder on the 23d of January.

Q. Did he see both payments?

A. He says so—yes.

#### CROSS EXAMINATION.

By Mr. Stover:

Q. Mr. Nagle, you admit signing this note for two hundred and ninety-eight dollars and fifty-seven cents?

A. Yes, sir.

Q. And by that act you really admitted at the time that you owed Mr. Binder the sum of two hundred and ninety-eight dollars and fifty-seven cents, did you not?

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A. I thought that amount was correct, then, because I presumed the goods were all right.

Q. Did you not know they were all right, Mr. Nagle?

A. No, sir; I did not.

Q. Then why did you sign the note?

A. Because I thought the goods were all right.

Q. Now, do you mean to say, Mr. Nagle, that you would have signed that note, if you had not had positive evidence that the goods were all right?

A. I mean to say that I did sign that note without such positive knowledge.

Q. Do you go about signing notes in that way, Mr. Nagle?

A. No, sir; not generally. Especially not since then.

### DEFENSE RESTS.

### REBUTTAL.

JAMES WILSON, a witness for the plaintiff, being duly sworn, testified :

By Mr. Stover :

Q. James, where do you reside ?

A. 1132 Franklin Street, this city.

Q. In whose employ are you ?

A. Messrs. Bridge & Close.

Q. In whose employ were you in January, 1843 ?

A. I was in Mr. George Binder's employ.

Q. In what capacity ?

A. I was delivery clerk for Mr. Binder.

Q. Do you remember this last order of Mr. Nagle's ?

A. Yes, sir.

Q. Did you attend to its delivery ?

A. Yes, sir.

Q. In what way ?

A. I packed the goods and gave them to the drayman to deliver to Mr. Nagle.

Q. Did Mr. Nagle ever complain about receiving the wrong goods on this occasion ?

A. Not that I know of.

### CROSS EXAMINATION.

By Mr. Willard :

Q. What is your age ?

A. Nineteen.

Q. Then you were about sixteen when this transaction occurred ?

A. Yes, sir.



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Q. You would not have known if Mr. Nagle had complained about his goods, would you?

A. Not unless I heard him complain.

Q. Such complaints were not usually brought to you, were they?

A. No, sir.

#### SURREBUTTAL.

HENRY T. NAGLE, the defendant, recalled :

By Mr. Willard :

Q. You have said, in your examination-in-chief, that you complained frequently to Mr. Binder about sending you the wrong telegraph instruments—were these complaints made verbally, or in writing?

A. Both.

Q. On what occasions were they made in writing?

A. On the day I received the wrong goods. I stopped in to see Mr. Binder; and, as he was not in, I left a note on his desk in reference to the matter.

#### CROSS EXAMINATION.

By Mr. Stover :

Q. Who was present when you left that note?

A. I think James Wilson was.

Q. You think! Are you positive?

A. I am not positive; it might have been someone else.

Q. Did you call anyone's attention to it?

A. I think not.

#### EVIDENCE CLOSED.

#### CHARGE OF THE COURT.

GENTLEMEN OF THE JURY—This is an action of Assumpsit, brought by George Binder, the plaintiff, against Henry T. Nagle, the defendant. The plaintiff seeks in this action to recover from the defendant a sum of money which, the plaintiff claims, is due him and owing him from the defendant for merchandise delivered by the plaintiff to the defendant on the defendant's order. The principal contention between the parties in the present suit is as to the amount actually due by the defendant to the plaintiff, for the order and delivery are admitted by each.

The only witnesses in this case, with the exception of James Wilson, whose testimony is unimportant, are the parties, the plaintiff and the defend-

[illegible]

ant, themselves. So far as this evidence shows, there have been no other witnesses brought forward corroborative of their testimony. The law makes the parties to the suit competent witnesses. You are the judges of their credibility, and where they differ in their statements, you may determine which of them is correct.

The plaintiff contends that he delivered the goods ordered, that settlement was made by a promissory note on which no money was paid when due at the bank nor since. The defendant, on the other hand, swears that the goods received were not those ordered, that he endeavored to return them, and that he paid forty-five dollars on the note, for which he has received no credit.

Gentlemen of the Jury, here you have these statements of these two parties, and it is for you to determine which is correct. The burden rests upon the plaintiff to show you, by the weight of evidence, that his statements are true in every particular, and he must satisfy you, by the evidence, that they are so before he can recover the amount claimed.

The dispute, therefore, of the plaintiff's claims, is limited to the validity of the order and the possibility of the payments which the defendant says he made the plaintiff.

The defendant claims that he settled with the plaintiff by means of this promissory note before he had examined all the goods for which the note was given in settlement, and that he afterward paid twenty dollars and twenty-five dollars, respectively, on account of that note. In relation to this note, we have to say that, in the absence of any evidence—that is, if there was no other evidence in this case—relating to the settlement by this note, then it would be conclusive upon this plaintiff.

The presumption is, that at the time the note was given they had a just settlement of their matters, and that the note was given for the true balance known to be due on such settlement by both parties.

The defendant, however, contending that the note, in point of fact, was not in true settlement of the amount he really owed the plaintiff—that it was made before the goods concerned were examined—the said plaintiff has a right to dispute the amount of said note, and, therefore, we have to say to you, as a matter of law, that while such a note, like a receipt in full, is generally conclusive, yet, if it may be shown that, at the settlement made when such note was given, a mistake was made—that there was an error in the account—then the amount on the note would not be conclusive, but it is incumbent upon the party claiming error, to show that there was an error and mistake and to show that error by satisfactory and unmistakable evidence. This note was given to and accepted by the plaintiff as a settlement, and, therefore, the defendant is bound by that note unless he can prove error. But, as we have already said to you, the plaintiff may explain





the note, and, if he, by clear and satisfactory evidence, has satisfied you that there was a mistake made at the time, or that he made it under a misapprehension, then this paper does not bind him.

Gentlemen of the Jury, I do not know that it is necessary for me to say anything further in my general charge. The only items of dispute between these parties are the two alleged payments, on account of the note given, and the value of the goods which, it is claimed by the defendant, he never ordered, tried to return, and has no use for, facts for your judgments alone to decide.

Now, Gentlemen of the Jury, something has been said during the trial of this case, in relation to the pecuniary ability of the plaintiff and the defendant. I simply have to say, that whatever may be their standing and their pecuniary ability, it can not effect the rights of the one or the other in this case.

You will take this case, Gentlemen of the Jury, apply to the evidence the rules of the law, as I have stated them, and render such a verdict, under your oaths, according to the evidence of the case, as your consciences will approve.

---

AUTHOR'S NOTE.—The above concludes our exercise in Court Reporting, and if the student has practiced each of the cases contained in the entire series in accordance with the rules for such practice, given elsewhere in these pages, he or she, as the case may be, will have gained a certain amount of facility in writing not possessed before, and, in addition, will have learned more respecting the natural plan of phrasing, which best comes with practicing such exercises as these Court Cases and the Business Letters. At first the student may find it more difficult to phrase than to write words separately, and may think, because the same words are found phrased on some occasions, and not in others, that there is no set rule or necessity. The explanation of the variation in phrasing is, that words should be phrased as they are sounded, that is, when words are run together by the voice, write them together, providing the simple rules for phrasing, given in our lessons, are not violated; and, where there is hesitation between uttered words, then do not phrase, as it is advisable, if possible, that phonography represent what is known as voice punctuation, on which is really based type punctuation, both of which often furnish the exact meaning of written words.



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The company has fifteen branch offices employing more than 100 people. Between seventy and eighty salesmen are sent out from the factory and the branch offices. It has recently secured an order from the Government for 150 machines to be used in the War department, after an expert examination. Three of the five daily newspapers in the city are using the Smith machine in their editorial rooms. The present monthly output is between 1,000 and 1,500 machines, and this number will be doubled when the new building is completed.—*Evening Herald, Syracuse, N. Y.*

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














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|------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Ape  |  |  |  |  |
| Away |  |  |  |  |
| Iowa |  |  |  |  |

|            | I. PITMAN.                                                                        | GRAHAM.                                                                           | HAVEN.                                                                            |
|------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Evaporate. |  |  |  |

|           | I. PITMAN.                                                                          | GRAHAM.                                                                             | HAVEN.                                                                              |
|-----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Emigrant  |    |    |    |
| Immigrant |  |  |  |

|      | B. PITMAN.                                                                          | I PITMAN.                                                                           | HAVEN.                                                                              |
|------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Room |  |  |  |

|         | Leave                                                                               | Love                                                                                | Will have                                                                           | You will have been                                                                  |
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[EXPLANATION.—In this printed court testimony only such omissions and changes have been made as were considered necessary to disguise the identity of the parties to the suit. Each 25 words are numbered [25], [50] and [75]; every hundred words being indicated by the black figures [1], [2], [3], etc. Such figures are not to be considered as any part of the reading matter.]

### MORNING SESSION.

B. C. STARR, a witness for the prosecution, being duly sworn, testified as follows:

#### DIRECT EXAMINATION.

By U. S. Attorney Winn: Mr. Starr [25] what is your business? A. I am an employe of Clarence Carter.

Q. Do you know S. F. Markham? A. I do.

Q. What was his business at that [50] time? A. He was also employed by Mr. Carter.

Q. Do you know Mr. Smith, the assistant general freight agent of the Minnesota Railroad? A. I do.

Q. And [75] Mr. Winters, who was the Carmine line agent? A. Yes, sir.

Q. What was his official title? A. Agent of the Carmine Line and Minnesota Railroad.

Q. And Mr. [1] Norton, did you know him? A. Yes, sir.

Q. And Mr. Green? A. Yes sir.

The Court. Whose employ was Norton in? A. He was local agent of the [25] Minnesota Railroad.

Mr. Winn: What was Green's position? A. Contracting agent of the Minnesota Railroad.

Q. What was Carter's business? A. Grain business.

Q. Well, in what way? What [50] was he doing with grain? A. He was a shipper of grain.

Q. Did he own any elevators or operate any? A. Yes, sir.

Q. What elevators? A. He was [75] manager of the St. Paul elevator.

Q. Where is that elevator located? A. Near Corwith, on the St. Paul road.

Q. Where is that? A. I could not say [2] exactly where it is. It is about five miles out of Chicago.

Q. Will you state to the court whether at any time along in the [25] fall of 1888 you had any conversation with Smith or any of the other defendants in this case—Mr. Winters or Mr. Norton [50]—respecting the shipping of grain belonging to Carter from New York? A. Yes, sir; I did.

Q. Just tell the jury in your own way briefly, the [75] history of that whole conversation or arrangement, whatever it was you had with these men or any of them? A. The arrangement that we had with [3] Mr. Smith, who was assistant general freight agent of the Minnesota Railroad, was simply to haul grain from Chicago on what would be their proportion [25] of the through rate.

Q. On what? A. On their proportion of the through rate.

Q. Through rate from where? A. Their proportion—

Q. Well, through rate from where? A. From [50] New York—from 110 per cent. points.

The Court: From what points? A. Any Eastern point that their line made.

Mr. Winn: At their proportion [75] of the through rates from 110 per cent. points? A. Yes, sir.

Q. What grain did that refer to—grain originating where? A. Grain originating in Chicago [4]—in elevators, on



track, or grain originating at 110 per cent. points.

Q. That is, take any grain that Carter & Co. had here on [25] the track or in elevators and through to New York as if it had originated at 110 per cent. points?

A. Yes, sir.

Q. You made [50] up the Minnesota Railroad Co.'s freight—their own prorate of that through rate? A. Yes, sir.

Q. Who did you have that talk with? A. Mr. Smith.

Q. Where? [75] A. In his office.

Q. Who was with you at that time? A. Mr. Markham.

Q. Mr. Markham? A. Yes, sir.

Q. Who else was present? A. Mr. Green.

Q. With whom if [5] anybody, did you go into Smith's office? A. Mr. Green.

Q. Did you have more than one conversation with Smith in regard to this grain? A. Yes, sir. [25]

Q. You are speaking of the first conversation now—the first interview you had when Green was present? A. Not all of the time.

Q. State to the [50] court, if you please, how you came to go to Mr. Smith's office to talk about this matter? A. I do not recollect exactly the circumstances. [75]

Q. Was it you suggested it, if anybody did? A. Suggested what?

Q. Suggested your going to see Smith? A. Mr. Green.

Q. Did you have any talk with Mr. (8) Green before going to see Mr. Smith about what arrangement you were making? A. Not to amount to anything.

Q. What kind of an arrangement was made? [25] What was said as to the manner in which you would carry out this agreement—Oh, did Mr. Smith agree to take the grain at [50] the Minnesota Railroad prorate of the through rate? A. Yes, sir.

Q. What arrangement was made, if any, carrying out that agreement before you were to do [75] it? A. The principal instructions were in regard to some rubber stamp for which he gave us a wording.

Q. Rubber stamps for what? A. For billing instructions. [7]

Q. State what they were? A. The rubber stamps—one I think contained something about like this: "Pay charges

to St. Paul Elevator and Dock company only." [25]

Q. What was that affixed to—that stamp? A. That was stamped right on these shipping instructions in red ink.

Q. What were these shipping instructions? A. What were (50) they?

Q. Yes; what form were the shipping instructions in? A. I do not understand that question exactly.

Q. You say it was to be attached to some [75] papers? A. Yes; billing slips.

Q. Have you one of those billing slips here? A. No, sir.

Q. Any of them? A. No, sir.

Q. Didn't I give notice for (8) the billing slips and the expense bills? Have you them with you? A. (producing papers.) Do you mean like these?

Q. Yes; these are blank forms of [25] the expense bills? A. Yes, sir.

Q. They are papers similar to that? A. Similar to that.

Q. (Handing witness paper) That is a paper directing where the grain [50] should be shipped to—in whose name? A. Yes, sir.

Q. And the point of origin of the grain? A. Yes, sir.

Q. And the rate at which it [75] is to be shipped? A. Yes, sir.

Mr. White: What are you inquiring about—contents of what paper?

Mr. Winn: I am inquiring about the notice (9) to produce the contents of a way bill.

The Court: (To witness:) Does this paper show the exact point of origin of the freight? A. Yes, [25] sir.

The Court: Pass me one of them. (Paper handed the court.)

Mr. White: That is not a copy of the paper he has been [50] enquiring about.

Mr. Winn: No, that is simply a blank.

The court: He said there was to be a rubber stamp to stamp something on [75] these papers.

Mr. Winn: Yes, sir; that is what I am getting at.

Mr. White: Is that the paper you are talking about?

Mr. Winn: (10) No, sir; this is a copy of the agent's paper that was sent over by the Chicago and Green Island office to the Minnesota Railroad. [25] The paper I am now talking about really was a counterfeit paper of this, some form that was made up by someone in Mr. Carter's (50) office as an expense bill saying same thing substantially except giving it an origin

of 110 per cent. points, and that was stamped with (75) a red stamp indicating that these back charges were to be paid to Carter & Co. instead of to the road. (To the witness) Is (11) that not the case? A. Yes, sir.

Q. Were those expense bills that you spoke of to be so stamped, to be substituted for the genuine? A. Substituted (25) for those? No, sir.

Q. They were to be delivered to the road as giving the origin of the grain at 110 per cent. points [50] and from which they were to make up their way bills, were they not? A. Yes, sir.

Q. And I will ask you if there was anything [75] said at the time of this interview between you and Mr. Smith as to the way in which you were to get the blanks for (12) making up those expense papers—where were you to get them? A. Mr. Green said he would furnish them.

Q. Did he furnish them? A. Yes, sir.

Q. Who (25) did he give them to, do you know? A. I do not know who he delivered them to.

Q. Did anyone else furnish any of these blanks (50) for other roads? A. I do not know.

Q. Mr. Winters or Mr. Norton? A. Not that I know of.

Q. What was said at the time of this (75) conversation with Mr. Smith as to where and how these expense bills were to be made out? A. Mr. Smith instructed us as to what he (13) wanted on them.

Q. But where were the bills themselves made up? A. The shipping notice was made up in our office.

Q. What did Smith allow on (25) them? A. "Pay advance charges to St. Paul Elevator and Dock company only. No card has been or will be issued for this property."

Mr. White: (50) Had you those directions in writing?

Mr. Winn: A stamp was used on the paper and there were a number of those expense bills—a (75) great many of them—600 of them—that were sent through the office and I have given you notice to produce them, but I (14) have not yet received them. I did not suppose they would be absent.

Mr. White: Where is the notice?

The Court: So far I understand the (25) arrangement was that the blank billing slips were to be obtained from the different roads and furnished at Carter's office and (addressing witness) you were

(50) to do them up as if the grain that you had there in Chicago shipped to eastern points had come from 110 per cent (75) points?

Witness: Substantially that—to that effect.

Mr. Winn: But did Carter & Co. get any benefit by shipping grain through here as if originating (15) at 110 per cent points? A. The point was this: they were to have the grain—that was our contract with Mr. Smith. They were (25) to haul the grain at their proportion of the through rate—that their proportion to New York would be about 18 2-10 as against (50) twenty cents which were the local rates.

Q. What were the through rates from which this grain was shipped from 110 per cent. points? A. At (75) that time some roads were charging from 110 per cent points 22 cents; others 27 1-2.

Q. That was the rate of the (16) Minnesota Railroad—22 cents? A. From 110 per cent. points it was 22 cents.

Mr. English: If you mean the joint tariff rates (25) there is no objection for we have agreed to admit the joint tariff rates.

The Court: (To witness) Twenty-two cents per 100 pounds?

Q. What (50) was their proportion of that 22 cents? A. That would depend upon the destination. To New York it would be about 18 2-10 to (75) my recollection.

Mr. White: We want it understood by the court that the joint tariff, the published tariff, is not brought in. There is a (17) rate from Chicago to New York of 18 2-10 cents the part coming to the Minnesota Railroad—the balance goes to the connecting line. (25)

The Court: I so understood it. I understand that the Minnesota Railroad gets its proportion of the rate, but it is not the through rate (50) from Chicago to New York by the Minnesota Railroad line.

Mr. Winn to witness: I want you to explain to the court exactly how the (75) rate paid by you was reduced from 22 cts. to 18 2-10—how did you get the money back? A. They paid it to (18) us.

Q. Paid it to you on what—these expense bills that were to be settled by you? A. Yes; paid sometimes in check—sometimes in currency (25).

Q. The difference between the 22 cents and the 18 2-10? A. No, sir; difference,

between 18 2-10—or, yes, sir; that is right. (50)

Q. Now what proportion of that was your profit—how much on the one hundred pounds did Carter & Co. save. A. We would have the difference (75) between 18 2-10 and the 22, but we paid the two cents additional. It was practically between 18 2-10 and 20 cents. (19)

Q. That was your reduction on the freight? A. Yes, sir.

Q. What was the purpose then of putting this stamp on the billing you spoke of?

The [25] Court: The billing slip. Witness: What was Mr. Smith's purpose?

Mr. Winn: Yes; what was the object—what did Mr. Smith say about it? A. It [50] was in order that the money should not go through the auditor's office and from there to the Western lines where it did not belong [75] but should go to us.

Q. If it had not been for the red stamp put on these billing slips, when the grain had passed through [20] the division made at the Eastern line, the Minnesota Railroad would have settled with the railroads upon which this grain purported to originate, would they? [25]

Mr. White: Does he know?

Mr. Winn: Well, I am asking him if that is the usual course of business. Witness: Do you mean that [50] the money would go to some Western line?

Mr. Winn: Yes; if it had not been for the red stamp? A. I presume so. I do [75] not know, but I presume so. The regular course of business seemed so.

Q. Tell to the court who paid these checks to you—who delivered [21] them to you. A. Mr. Norton.

Mr. English: Ask him if he knows of his own knowledge.

Mr. Winn: You can get that out of cross [25] examination. (To witness) How much grain—how many cars of grain did the Minnesota Railroad ship under this arrangement? A. I could not say.

Q. In the [50] neighborhood? A. I could not say that.

Q. How long did this arrangement continue from its inception to the end? A. That I could not say either.

Q. About [75] what time? A. Well, I should say two or three weeks.

Q. Now I wish you would state to the court as nearly as you can about [22] the number of cars? A. Shipped under the contract?

Q. Yes; under that arrangement. A. That I could not state.

Q. You could state whether it was ten or [25] a hundred cars? A. 25 cars—it might be 50—or might be 500—I do not know.

Q. Can't you come a little nearer [50] than between 25 and 500? A. No, sir; I cannot.

Q. Do you remember just about the time this arrangement was made—was it in [75] the latter part of September? A. The latter part of September is my recollection of it.

Q. Did it last till the first of December? A. I do [23] not think it did.

Q. How long do you think it did last? A. Possibly a month.

Q. Why was it stopped—why did they quit? A. Why did [25] they quit?

Q. That arrangement—yes. A. I was not there when they quit.

Q. Did you have any talk with Smith or with Winters or any of [50] those railroad men? A. Not when they quit. I was not in the city. I was East.

Q. Did you have any talk with them after they [75] quit? A. Yes, sir.

Q. Whom did you talk with? A. In a general way with Mr. Smith.

Q. Did you talk with Mr. Norton and Mr. Winters and [24] Mr. Marshall? A. Not that I remember.

Q. What did Mr. Smith say was the reason they quit? A. He never gave me any reason. I was not [25] in the city at the time.

Q. I will ask you to state to the court if there was anything said to Mr. Smith at one [50] time about Carter & Co. exchanging 25 cars of local grain on the Peoria Railroad track for 25 cars in elevator or on [75] other tracks. State to the court what that arrangement was. A. We had—I cannot say exactly how many cars—we had a number of cars [25] on the Peoria Railroad tracks that had come in on the Peoria Railroad—the rate over the Peoria Railroad to New York was higher than [25] the sum of the two locals would be—

Q. The Peoria Railroad did not prorate with the Minnesota Railroad? A. Did not prorate on the low rates. [50] We went to Mr. Smith for the purpose of getting those cars out on their proportion of the through rate of 22 cents.

Q. Well, [75] how did you do it if you did it? A. We called it a substitute—that was his suggestion—that we call it a substitute.



Q. Substitute [26] for what? A. He instructed us to call them substitute as being substituted for another equal number of cars.

Q. Equal number of cars where? A. Equal number [25] of cars from 110 per cent. points, based on the 20 per cent. rate.

Q. I wish you would give in detail a conversation you [50] had with Mr. Smith at that time; whether he consulted anybody about it and if so who, and what was said. A. He consulted Mr. [75] Marshall.

Q. What was said? A. He explained the matter to Mr. Marshall from our standpoint.

Q. What did Mr. Marshall say?

Mr. White: Were you present at (27) the conversation with Mr. Marshall? A. Yes, sir.

Mr. Winn: What did he say? A. He stated the case to Mr. Marshall and explained that he wanted (25) in a general way—he didn't recommend it—that he wanted to substitute 25 cars that were then on the Peoria railroad track (50) for 25 cars that were to come in on the St. Paul.

Q. What did Mr. Marshall say to him to do? A. Mr. Marshall after (75) some conversation said—turned in his chair and said "Go ahead, if you can keep your skirts clear"—something to that effect—he was busy (28) at the time.

Q. As a matter of fact, did you have any cars that those were to be substituted for, coming in? A. No, sir; not (25) that I know of.

Q. Did Mr. Smith know at that time that this was the case? A. Yes, sir.

Q. Did he explain to Mr. Marshall just (50) what you and he had talked about? A. Explain it?

Q. Yes. A. Not that I heard.

Q. How many cars did you ship under that arrangement? A. I think (75) it was 25 or 50.

Q. And where did that grain come from—out of the St. Paul or Peoria Railroad elevator? A. Not of that (29) lot.

Q. Did they of any lot—did you ship any out of the Peoria Railroad on that arrangement? A. I think we did.

Q. Did you know (25) how much? A. Six or seven cars.

Q. At the time you had the conversation with Mr. Smith about shipping grain on the track here or from (50) your elevator as if from 110 per cent. points and these expense bills with the red stamp as

you suggested, was there anything said (75) by him or by anyone there as to the danger of using such a paper purporting to come from a railroad company? A. No.

Q. That is (30) all.

#### CROSS EXAMINATION.

By Mr. White: Mr. Starr, I want to call your attention to your conference with Mr. Smith; afterwards to your conference with (25) Smith and Marshall relative to the substitution of cars that you have spoken of. I understand you to say that those cars came direct from (50) the Peoria Railroad company to some point on that line? A. Yes, sir.

Q. And you explained it to Mr. Smith when you went to him? A. Yes. (75)

Q. You explained to Smith where those cars came from, Peoria Railroad cars from the St. Paul line, and you wanted to arrange so that you (31) could ship the Peoria Railroad cars on to New York and secure the benefit of the 22 cent rate. A. Yes.

Q. Is that correct? A. Yes, (25) sir.

Q. That you explained to Smith? A. Yes, sir.

Q. Did you explain that in the same way to Mr. Marshall? A. Not that I remember.

Q. Did Mr. (50) Smith in your presence or hearing? A. That I could not say.

Q. I will ask you if you do not remember that Mr. Smith represented to (75) Mr. Marshall that Carter & Co. had an order for a certain quality of oats, that they had those oats in elevator here that had (32) been run through the elevator, but that the oats which came from the 110 per cent. points would not fill that contract and could (25) not be delivered on that order, and that they wanted to take the oats from the elevator and ship them through in the place of (50) the other oats? A. I do not know anything of the kind.

Q. Do you not remember what was told Marshall? A. Directly; no.

Q. Do you not remember, (75) Mr. Starr, that Mr. Marshall told Smith at the time, and you at the time, that the cars must be standing on the track—that (33) is, that 25 or 50 cars to be delivered on the Minnesota Railroad simultaneously, as part were to go through at the 20 cent (25) rate from Chicago and the other part to go through at the 110 per cent. rate—practically something of that sort? That



is, that (50) the 110 per cent cars should be standing on the track ready to go forward and that the cars from the elevators containing this (75) should also be ready to go forward; that the cars at the elevators should go to the consignee at the 110 per cent. rate (34) while the 25 cars which were substituted should go forward at the 20 cent rate? A. Something of the kind.

Q. There was a mere substitution (25) of one car for another, both cars went equally forward? A. Yes, sir.

Q. All cars should go forward—part paying the 20 cent rate and part [50] paying the 22 cent rate—that all should go forward at the time—is not that the fact as you remember it? A. Yes, sir. [75]

Mr. English: Q. You stated in your direct examination that Mr. Norton paid what we might call a rebate to Carter & Co. Do you know (35) that of your own knowledge? A. Yes, sir; I do.

Q. How many payments did he make, do you know? A. No, I do not know. I would (25) like to say that two Mr. Nortons are there—one cashier and one agent.

Q. We are talking about the defendant. A. I could not say I [50] ever received any money from him.

Q. You cannot say of your own knowledge that it was this Mr. Norton? A. No, sir.

#### RE-DIRECT EXAMINATION.

Mr. Winn: [75] Defendant Norton here, is he not the head of the office of which the other Norton is cashier? A. Yes, sir; as I understand.

Q. The cashier [36] who paid you the money is the agent or employe under Mr. Norton the defendant? A. Yes, sir.

Q. Now, in answer to Mr. White a while (25) ago, Mr. Starr, were you stating what Mr. Smith said to Mr. Marshall? Do you remember the representations that Mr. Smith made to Marshall when [50] you had the talk with him about the exchange of these cars? A. My recollection is that he stated the case, that he had so many (75) cars that he wanted substituted for a like number.

Q. You did not make any representations at all about this matter? A. Not that I remember.

Q. State (37) to the court if you can, just what Smith said to Mr. Marshall about that exchange, the cars and what they were? A. I could not [25] remember what he did say.

Q. (To the Court) This is a matter

which perhaps I should have brought in in chief, but I overlooked it. [50] To witness.] Do you remember a number of cars of grain which were shipped under this arrangement as if under 110 per cent. points, [75] shipped from your elevator on the tracks here, that were afterwards discovered and the rate raised at Buffalo?

The Court: Wait so that I can (38) get this matter correct as I go along. Am I to understand that in regard to the Peoria railroad cars that the understanding really is (25) that the twenty-five cars under the invoice were to go forward under the 110 per cent. arrangement and the equivalent number of cars [50] were to be placed on the transfer in place of these Peoria railroad cars to go forward? The witness: Finally it was that the Peoria [75] Railroad cars were to go on the proportion of the through rate.

Q. The other was simply a talk which you had about the matter? A. Yes, (39) sir.

Mr. White: Does the court understand now that the final arrangement was not communicated to Marshall, or whether it was communicated at the time [25] that both were there? The arrangement, it seems, was made by Smith and Mr. Starr representing Carter; then they went to Marshall.

The Court: I [50] understand how far this might implicate Mr. Marshall in regard to the final arrangement as it was carried out. (To the witness) Was that final [75] arrangement communicated to Mr. Marshall at the time Mr. Smith called upon him? A. Yes, sir.

Mr. Winn: (To the court) I want to ask him (40) about a number of cars billed as if from 110 per cent. points but stopped at Buffalo and the rate of freight raised. (To [25] witness) Do you remember such an occurrence? A. Yes, sir.

Q. Do you remember about the number of cars? A. No, sir.

Q. Have you not some idea about [50] the number? A. I should say most all of them.

Q. Well, how many? A. I could not say; I have not the least idea.

Q. You do not [75] mean most all that you shipped under the arrangement? A. Yes, sir. Well, I should say most all of them.

Q. Do you remember what time the [41] rate was raised on those cars? A.

I think it was in the latter part of November or in December.

Q. Had not your arrangement with Mr. (25) Smith been running from September up to that time without detection? A. Yes, sir.

Q. How long does it take a car to get through from here (50) to New York? A. Eight or ten days.

Q. How many cars were you shipping on the average per day? A. That I could not say.

Q. Well, about (75) how many? A. I cannot say about. Some days we did not ship any, other days a great many.

Q. Cannot you give some kind of an (42) average on that—2 or 10 or 20 per day? A. I could not tell.

The Court: I do not see the point of those questions (25)—what they lead to. You say this grain never went to New York at all?

Mr. Winn: Yes, sir; it did go. What I am (50) seeking to do is this: That after this arrangement had been running for some time and a great many cars shipped under the arrangement and (75) the rebate paid to Carter & Co., the scheme, if I may call it so, was detected by the Central Traffic Association, and a large (43) number of cars that were shipped under this arrangement were stopped at Buffalo and the rates raised to the full local rate from Chicago.

Mr. (25) White: By whose direction?

Mr. Winn: By the direction of the Central Traffic Association. By some contract with the road that association has that right. (50) Now, the point I desire to make in this case is that after that was done, Mr. Starr, in conversation with Mr. Smith, called attention (75) to the fact that Smith told him that would make no difference, for him to pay the freight and put in a voucher and he (44) would pay the money back to him. (To witness) You remember the fact of the rate being raised on a number of cars? A. Yes, sir. (25)

Q. Did you have a conversation with Mr. Smith or any of the defendants after that raise in regard to those rates? A. No, sir.

Q. Remember any (50) conversation about it at all? A. No, sir.

Q. Anything about the raise? A. No, sir.

Q. Did Mr. Smith say anything to you about paying back difference to (75) you? A. No, sir.

Q. Mr. Starr, I would like you to re-

fresh your memory a little about that if you can. I can refer you to (45) your testimony before the Board of Trade. A. I do not remember anything of the kind. I would like to see it.

Q. (To counsel for the (25) defence) If there is no objection I would like to hand the witness the testimony that he gave before.

Mr. White: Gave where?

Mr. Winn: (50) It is the testimony made before the Board of Trade.

(There being no objection the transcript of testimony in question is handed to witness).

Mr. (75) Winn: I want to ask you if, in that first interview you had with Mr. Smith—the first arrangement you were making about the grain, (46) if before he concluded the arrangement with you he went anywhere to consult about it? A. I could not swear to that.

Q. Do you remember his (25) going into anybody's office? A. No, sir; I do not remember.

Q. (To counsel for defence) For the purpose of expediting this matter, gentlemen, I have a (50) list here of some 50 odd cars that Mr. Ireland, who has examined the books in the various railroads of the Central Traffic Association has (75) compiled, and traced, giving the point of origin of the grain shipped under this arrangement as so stated in the fictitious way bills and also (47) giving the actual origin of it. For the purpose of saving time, can we agree that this is a history of the actual origin of (25) these cars?

Mr. White: What is it?

Mr. Winn: That is, if I can prove these by Mr. Ireland?

Mr. White: How many infractions of (50) law do you want to prove so that we may agree upon a certain base?

Mr. Winn: I propose in this to select from this (75) number of cars a few—that is, if all agree—one is as good as twenty. If that is conceded, we can select from these (48) a few cars.

The Court: What is this compilation? Is it compiled by an expert from the various railroad companies, giving what cars were shipped (25) under this arrangement?

Mr. Winn: Yes, sir; giving the true history of the cars, taking up the way bills as given on the grain shipped (50) by Carter & Co., purporting to originate from 110 per cent. points and giving its actual origin. I thought this would save a deal (75) of time. We only select a few.

Mr. White: We can have a conference at recess in regard to the matter.

The Court: Have you (49) any more testimony that bears upon any other portion of the case that could be put in before the recess?

Mr. Winn: Not just ready (25).

The Court: Then we will take a recess now until two o'clock. The Court stands adjourned until that time.

#### AFTERNOON SESSION.

SAMUEL F. MARKHAM, second (50) witness for the people, being duly sworn, testified as follows:

#### DIRECT EXAMINATION.

By Mr. Winn: Mr. Markham, what was your business in the fall of (75) 1888?

A. Grain.

Q. Were you employed then by Mr. Carter? A. Yes.

Q. Do you remember going alone or with Mr. Starr at any time to (50) see Mr. Smith, the then assistant general freight agent of the Minnesota Railroad, about some business? A. I do.

Q. Did you make any arrangement with Mr. (25) Smith or any of the defendants in this case about the transportation of grain from Chicago, local grain here, to New York? A. I made such (50) contract with Mr. Smith.

Q. I wish you would tell the Court what arrangements you made? A. The arrangement briefly was this: They were to take this (75) grain from Chicago at their proportion of the through rate.

Q. Will you state to the Court in what manner that was to be accomplished? A. We (51) were to take for all freight out of Chicago—whether on track at Chicago or elevator Chicago—and it was to be billed from those (25) various points at different rates.

Q. As if it originated from 110 per cent. points? A. Yes, sir; some did and some did not.

Q. But when (50) it did not it was billed as if it did? A. Yes, sir.

Q. What arrangement did you make about billing? A. We made the arrangement with Mr. (75) Smith to take stuff in that way.

Q. Who was to make the bill? A. Bills are made in the office of the railway company.

Q. From what (52) were they to make up their bills? A. From the shipping instructions furnished them by us.

Q. In what form were your shipping

instructions? A. I do not (25) understand that question.

Q. What was the given form of your shipping instructions? A. On the shipping slip.

Q. Is it something like that [showing witness papers shown (50) to previous witness]? A. Yes. This is not the exact form, but they would cover it. Yes; practically that same thing.

Q. In these shipping instructions that (75) you gave, did you state the point of origin of this grain or supposed point of origin? A. Yes.

Q. And whether it was taken from the (53) track here or an elevator, you gave the origin in the bill of instructions as if from some outside point—some 110 per cent. (25) point? A. Yes, sir.

Q. Was there any stamp to be placed upon these instructions that you gave them—what you call your billing instructions? A. Yes; there (50) were two stamps used under instructions.

Q. What were those stamps? A. I do not know exactly the words. One of them was to pay back charges (75) to the St. Paul elevator and dock charges only, and the other was: "No bill of lading has been issued for this property."

Q. What was (54) the object and purpose of these stamps? A. That was the object, I think.

Q. Well, explain. A. The object was that the charges were to be paid (25) to us of the St. Paul Elevator and Dock Company, and not to some western road.

Q. The charges that would have gone to the Western (50) road from which the grain purported to have come would be paid to you instead of to the road? A. Yes, sir.

Q. But, were they paid? (75) A. Yes; paid by the Minnesota Railroad Co.

Q. Who paid them? A. The cashier.

Q. Of what department? A. Cashier of the road.

Q. Were the checks endorsed by anybody (55) in the freight department? A. Sometimes we got it in checks and sometimes in cash. We got it in both ways.

Q. What is the name of (25) the cashier? A. Mr. Norton—a brother of the defendant Norton.

Q. Is he employed in Mr. Norton's department? A. I do not know—I suppose he is, (50) but I do not know him.

Q. Do you remember anything about a large number of cars of grain belonging to Carter & Co. and shipped (75) under this arrangement being stopped



at Buffalo and the rate raised? A. Yes, sir.

Q. Do you remember how many cars there were about? A. I do not. (56)

Q. Did you have any conversation with Mr. Smith or Mr. Norton or Mr. Winters or Mr. Marshall about the raising of the rate on those (25) cars? A. I had a conversation with Mr. Smith in regard to that; yes, sir.

Q. How long after—soon after the rate was raised? A. I do (50) not know.

Q. What was your conversation? A. Mr. Smith remarked in the presence of Mr. Carter and myself in our office for us to go ahead (75) and pay those charges which occurred naturally of course from the other end from the setting up of this bill of lading, and then bring (57) him a statement of it, and we would have a voucher for it.

Q. The raised amount? A. Yes, sir; the difference between our rate and whatever (25) the rate was at Buffalo suspension bridge.

Q. Where were these shipping instructions that you speak of, that carry this red stamp—where were they prepared? (50) A. In our office.

Q. Carter & Co.? A. Yes, sir.

Q. Where did you get blanks upon which to prepare them? A. They were brought to us.

Q. By whom? (75) A. Mr. Green.

Q. Did you ever have any conversation with Mr. Norton or Mr. Winters about this business? A. No, sir; not to my knowledge. I do (58) not recollect any conversation about it.

Q. Did you ever have a conversation with anyone else in the presence of these gentlemen about it—either of (25) them? A. You will have to get that conversation a little different—in the presence of all of them or some of them?

Q. I mean either (50) of them. A. Yes, sir; I had a conversation with Mr. Smith in the presence of Mr. Green and Mr. Starr.

Q. I mean in the presence (75) of Mr. Norton or Mr. Winters or Mr. Marshall? A. No, sir.

Q. Do you remember whether during the first conversation you had with Mr. Smith in (59) regard to this matter, he left his office or room to go for consultation with anyone else? A. He may have gone out—I do not (25) recollect any special going out.

Q. Do you remember whether he

went in to talk with Mr. Marshall? A. Not to my knowledge.

Q. Were you present at (50) any time when Mr. Marshall and Mr. Smith had a conversation about this business? A. Yes, sir.

Q. Will you state, if you please, what was said (75) at that time by any of you and by either of you and by Mr. Marshall? A. Mr. Starr and myself went into Mr. Marshall's office (60) along with Mr. Smith in regard to certain Peoria Railway oats which we then wished to send out from here and which we could not (25) naturally do because the Peoria Railroad did not then prorate.

Q. That is, you mean you could not send it out on the regular tariff? A. Yes, (50) sir; and we went in to see Mr. Marshall in regard to that, and Mr. Marshall flatly refused to allow those oats to go forward (75) in the way we suggested, but he did say if we could substitute a like number of certain cars to correspond with the Peoria Railway (61) oats and have it there side by side with the other, then they could go; but he refused to allow the oats to go out (25) otherwise.

Q. What was it that he refused to do—what was your proposition? A. The proposition was one that I stated a few minutes ago, namely: (50) That the Peoria Railroad did not at that time prorate with the Eastern lines on the basis of 20 cents, but they did on the (75) basis of 25—consequently of course their rate would be more.

Q. What was it then you proposed to Mr. Marshall there that he declined? (62) A. That very fact that I just stated—that we wanted to get those oats out on the basis of the then Chicago rate.

Q. There was (25) no trouble about sending them out on the Chicago rate without consulting him, was there? A. What was that?

Q. Could you not have sent them out (50) by the Chicago rate? A. They were on other billing, but this Peoria Railroad did not prorate.

Q. Now, were you then trying to get them on (75) some other road? A. The object was to get out of Chicago on the basis of the 20 cents rate.

Q. There was no other way to (63) do this but to assume they were from the Peoria Railway? A. Probably not.

Q. Then what you wanted to do was to deliver these oats as (25) if they originated on some other road—you say that he de-



clined to do it? A. Yes, sir; he declined to do that.

Q. Mr. Markham, when these (50) expense bills or shipping directions you speak of, bearing this red stamp—where were those papers sent when made out in your office—to whom? (75) A. I suppose they were sent to the local office. I do not know because from there the line offices get their rate.

Q. That is to (64) Mr. Norton? A. Yes, sir.

Q. Suppose the oats were being shipped by the Carmine Line where would they go? A. All bills of lading are furnished down (25) town here.

Q. They all come from Mr. Norton? A. No; they all come from their offices.

Q. Who has charge of that office from which all bills (50) of lading come? A. Carmine and Montreal Fast Line, I think Mr. Winters; and Mr. Norton Minnesota Railroad.

Q. Did you ever put red stamps on your (75) shipping directions or any other freight than that sent under this arrangement you made with Mr. Smith? A. Not to my knowledge.

Q. Did you ever make (65) up any bills of that kind of shipping directions on any other freight than that to be shipped this way? A. That is all.

Q. In the (25) regular course of business, none of those directions were made up in your office, were they? A. Directions are always given from our office.

Q. These expense (50) bills? A. As far as the form goes—no.

Q. Of course you would direct when or how to ship? A. Yes.

Q. Did or did not these expense (75) bills bearing the red stamp purport to come from the railroad from which it was alleged the grain was billed—that is, originated? A. I do (66) not catch that.

Q. I asked if the shipping directions you spoke of or the expense bills that bear the red stamp—did they or not (25) purport to be signed or issued by the railroad company from which the grain came? A. I do not know—I never saw any of them (50) signed and do not believe any were signed.

Q. Not with a pencil mark? A. I do not remember seeing any of them at all.

Q. You do (75) not remember about seeing them? A. No, sir.

The Court: Were any directions given by Mr. Smith as to how the difference of the 20 cent (67) rate and the actual rate

they would receive was to be settled? A. It was to be settled here.

Q. How—on what sort of vouchers? A. It [25] was paid through the cashier's office.

Q. What did you present in order to get it? A. We simply went to the office with the cashier's check [50] that was taken from the cashier, and a blank was exchanged with the cashier's check—the paymaster's check.

Q. Was there any paper or mem. indicating [75] that this grain had come in from some point within the 110 per cent. limit? A. I do not think there were any such papers (68) at all. I think I remember just a mem. or card. As I remember it now there was a little slip 5 or 6 inches [25] wide with the amount to be refunded opposite on each card.

Q. That came from Mr. Smith's office? A. I suppose it was made up in the [50] building.

Mr. Winn: Did not this paper that you call the shipping directions—did not that give all the information—the number of cars, the [75] amount of grain in them and point of origin and the rate? A. Yes, sir; but that has nothing whatever to do with it.

Q. Let us [69] see whether it has not. Would not that slip itself then be evidence to you—could you not by referring to them, tell what was [25] shipped or rebates would be? A. No; because it was simply a form showing the point of origin and car number.

Q. And the amount of grain [50] and the rate? A. Yes, sir.

Q. That shows the amount of grain? Could you now at any time tell how much it should be? A. No, sir; [75] it would not be the way that I would get it.

The Court: The question is how did you get at it? A. If the car (70) had 28,000 pounds and came to the point of taking the 22 cent rate and the Chicago 18 2-10 then there [25] would be a difference of 3 8-10 cents a hundred on the 28,000 pounds, but the expense bills or what Mr. Winn [50] calls the shipping instructions would not show that—that would not be a form that we would use.

Q. No matter what machinery you used under [75] these arrangements you expected to get the rate of 18 2-10 instead of 20 cents. A. Yes.

#### CROSS EXAMINATION.

By Mr. White: Mr. Markham, you (71) speak of a voucher—or rather in relation to those directions that Mr. Smith gave

you when the rates were raised, you said a voucher (25) would be made and paid to Mr. Carter, do you know that a voucher was made at all in favor of Mr. Carter? A. No, sir; [50] it never was paid.

Q. Never was presented? A. Never was presented.

Q. You have spoken of the arrangement made with Mr. Smith for the billing of Carter's [75] grain from Chicago East, and you have also spoken of an interview that you have had with Mr. Marshall when you called on Mr. Smith, (72) relative to this Peoria Railroad business. Will you please state about how long that was after the first arrangement with Smith? A. I do not believe [25] I can.

Q. Do not remember? A. No, sir.

Q. Was it after the first arrangement with Smith had been made? A. Yes, sir.

Q. It wanted some weeks after [50] that? A. That I can not remember.

Q. You do remember that it was after; you don't remember how long? A. No, sir.

Q. Did you have many interviews [75] about this matter with Smith before you went to Mr. Marshall? A. About this one matter?

Q. These matters generally? A. Yes, we had frequent interviews about it [73].

The Court: You say that the rate was raised—do you mean that when the cars reached Buffalo the way bill or expense bills were [25] changed so as to indicate a higher rate than was to be paid? A. Raised the tariff.

Q. On the assumption that there was a mistake or [50] simply an arbitrary raise, or had to pay a higher rate to get freight at New York? A. Yes, sir.

Mr. Winn: That was only part [75] of the grain that you had shipped under the arrangement—some did go through under the original rate? A. Quite a large number of shipments were [74] raised—the tariff was—we are even paying them still.

Q. But some of the grain did go through as originally shipped? A. That I do not [25] know.

Q. Don't you know about Carter getting their rebate on it? A. That would not make any difference.

Q. Well, it might not—I can conceive of [75] their paying it back. It made a difference to the extent of what you got

here? A. Yes, sir; when it got to destination.

Q. When it [75] came to this destination, suppose a rate had indicated there could be collected at 24 cents or 22 cents, you had received a [75] cent and 8-10ths here; it made that difference to you anyhow? A. Yes.

Mr. White: When it was raised in New York you paid that [25] back at New York, so that you paid the full 20 cent rate? A. Yes, sir.

Q. So when the transportation on it was raised you paid [50] the full 20 cents? A. Yes, sir.

ANSON PACKER, being duly sworn, testified as follows:

#### DIRECT EXAMINATION.

By Mr. Winn: I hand you a paper dated [75] Chicago, October 29, 1888, signed by L. C. Winters—will you tell the Court what it is? A. That is an official copy [76] of a bill of lading of the Minnesota Railroad Company.

Q. On what? A. On six cars of oats.

Q. Give the car numbers, please. A. Carmine Line cars [25] numbered 35,204, 10,459, 10,477, 18,545, 13,545, 11,145 [50].

Q. Where did the grain come from as stated on that bill? Where did the grain originate according to that bill of lading? A. Collins, St. Paul [75], and Mexican Railroad Company.

Objected to on the ground that there is nothing on the paper by which the witness can identify it.

Q. I will [77] ask the witness that question? A. It is impossible to see whether this is a press copy of the original, because there is no print here [25].

Q. Is that Mr. Winters' signature? A. The clerk's name is torn off. It is not Mr. Winters' own writing. I suppose it is his clerk's. It [50] looks like it.

Q. Do you recognize the writing? A. Yes, sir.

Q. Know whose it is? A. I think it is D. A. Ralston's.

Q. You have stated that [75] there is a letter press copy of the bill of lading for these cars? A. That is the way it appears to me—the writing looks [78] a good deal like it, but there is nothing of the printed form on here.

Q. Can you tell the Court from what data that bill [25] of lading was obtained? A. What is that?

Q. Where did you get the data for

making that? A. I get it from the St. Paul expense bill [50].

Q. Where did the grain come from?

Mr. English: Does this witness say he made this himself? Witness: No; I did not make this.

Q. Were you [75] present at the time it was made? A. Not when this was made.

Mr. Winn: Well, I will ask you about the regular course of business [79]. Where, in due course of business in your office, would the information come from on which that bill of lading was made? A. At the Minnesota [25] Railroad local freight office.

Q. And what is that receipt made from? A. From the St. Paul expense bill or any other road's expense bill.

Mr. White [50]: Any road? Not from the St. Paul alone, but any road? A. Yes, sir; any road.

Mr. Winn: From what station does the freight mentioned in (75) that bill of lading purport to come? A. Purports to come from Dana, Ill.

Q. If the cars in which that grain was loaded had been sent (80) to any elevator to be loaded, who would send it in the regular course of business? A. I don't just exactly get that.

Q. If that grain (25) was loaded in your cars that are numbered there at an elevator here in Chicago, who would send the cars or by whose direction would (50) the cars be sent—from the elevator? A. They may have picked the cars up somewhere, may have had them themselves or may have ordered them (75) from us.

Q. If they were sent from your road to the elevator to receive the grain, who would direct what cars would be sent? A. Who (81) orders the cars?

Q. The Peoria Railroad elevator I am talking about. A. If they went in cars of the Minnesota Railroad do you mean?

Q. If your (25) road gives an order for a carload of grain from the Peoria Railroad elevator—tells you to get it—by whose direction would the cars (50) over your road be sent out? A. Agent Norton.

Q. Sent by him? A. Yes, sir.

Q. Then would or would not Mr. Norton know where the grain in (75) that car came from?

Objected to. Question withdrawn.

Q. Here is another bill of three cars—you can tell about that. A. It appears to be a (82) tissue copy of a bill of lading.

Q. Issued by what road? Give the road's name and the agent. A. Carmine Line, Winters, agent. Carmine Line cars (25) numbered 4399, 15646, 18263. This is dated November second, 1888.

Q. (Handing witness papers) Will (50) you look at these papers and state to the Court what they are? A. Well, they are just what I said before. They seem to be (75) tissue copies of bills of lading issued by the Carmine Line office, signed by Mr. Winters. Some do not seem to have any signature on (83) them at all.

Q. Show me one that has no signature on it? A. (Handing paper) That one.

Q. I think that has a signature on it. I (25) will now show the witness other papers purporting to be tissue copies of way bills of Minnesota Railroad dated November 13 and 21. I will (50) ask the witness to state what they are? A. These are not Carmine Line. These look to me to be tissue copies of Minnesota Railroad local (75) bills of lading, signed by P. M. Green, countersigned by the railroad's contracting agent.

The Court: Issued by the Minnesota Railroad? A. Yes, sir.

Mr. Winn: (84) Is what you have said in reference to the source of information upon which these way bills were made up as to the point of (25) origin of the grain, etc., in the first batch true of all the way bills I have shown? A. What do you mean to say—receipts (50) issued by Norton per my name? That is what they are. They are made of expense bills sent out by the Wisconsin road.

#### CROSS EXAMINATION. (75)

By Mr. English: Mr. Packer, what is your business? A. Head way bill clerk, Minnesota Railroad.

Q. Do you have anything to do with the making out (85) of the bills of lading? A. No, sir.

Q. Either the Minnesota Railroad or the Carmine Line? A. They are not made out in the office where I (25) am.

Q. You have nothing to do with making them out? A. No, sir.

Q. Do you receive tissue copies of the bills of lading made up? A. No, (50) sir.

Q. Did you ever see one of those copies before you saw them in court today? A. No, sir.

Q. Do you of your own knowledge know (75) where those copies were made? A. No, sir.

Q. Do you know if they are copies of



any bills made by the Minnesota Railroad or the Carmine (86) Line? A. I did not make them.

Q. Is it not simply this: that you are judging by the appearance of them? A. That is what I say—(25) appear to be tissue copies.

Q. From what you saw on the face?

A. Yes, sir.

Q. Your opinion of them lies in the handwriting of Mr. Winters? (50) A. Not Mr. Winters' handwriting.

Q. Is anyone in the handwriting of Mr. Norton? A. No, sir.

Q. Then when you say they appear to be copies of the (75) bills of lading you simply say that judging from their appearance as seen here in court? A. Yes, sir.

Q. You have no knowledge of your own (87) as to when they were made or what they are? A. No, sir.

Q. Now you have said something about the source of information from which these [25] particular bills of lading were made up. Do you know anything as to where the information as to anyone of these bills came from, or [50] do you simply testify as to the general course of business in the office? A. Just from the general appearance.

Q. You simply know just from the [75] course of business that information comes from certain sources? A. Yes, sir.

Q. You do not propose to testify in regard to anything in regard to the (88) actual facts of these particular bills of lading? A. I could not do that.

Q. You said something about the bills of lading issued by the Carmine [25] Line being made up from information furnished by a receipt. You said that that receipt was issued by Mr. Norton from the Minnesota Railroad office [50] Do you mean to say they are issued by Mr. Norton personally? A. No, by me for Mr. Norton.

Q. Originating in his office? A. Yes, sir.

Q. Do [75] you know whether Mr. Norton always issues the receipts from that office or not? A. Never does.

Q. You were asked as to who sends cars when (89) they are ordered of the Minnesota Railroad—for instance, a car ordered from a certain elevator—you were asked who actually sends the car from [25] that elevator—who gives the directions. Are they given by Mr. Norton in person?

A. No, sir; when I say him I mean through his office. [50]

Q. But not by him personally? A. No, sir; I mean Mr. Norton's office—not personally by him.

Q. As a matter of fact the orders for cars [75] are left on books for that purpose, are they not? A. Yes.

#### RE-DIRECT EXAMINATION.

Mr. Winn: All these bills of lading have the name of Mr. (90) Winters or Mr. Green signed on them? A. Are they signed by Mr. Green or Mr. Winters, do you mean?

Q. No; I say their names are [25] signed on them as such papers are usually issued from those offices. A. Appears to be; yes, sir. I have no knowledge of their business at [50] all.

S. F. MARKHAM, recalled.

#### DIRECT EXAMINATION.

By Mr. Winn: Will you look at the papers I now show you; they are dated Chicago, October [75] 22nd, 1888, and October 26th, 1888, and purport to be bills of the Minnesota elevator company to Clarence Carter (91) & Co.—will you look at them and state to the court what they are? (Handing witness papers.) A. They appear to be bills signed by [25] the Minnesota elevator company to Clarence Carter & Co. I do not know whether they have ever been in our office or not.

Q. Who asked [50] you whether they had ever been in your office or not? You will oblige me by simply answering the questions I ask you. The bill [75] is sent by the elevator company to Clarence Carter & Co. for what? A. One of them seems to be for storage on some oats and (92) the other also appears to be for storage on oats.

Q. Now can you tell me from anything that appears on those bills—either face or (25) the back—upon what oats that storage was for? A. I do not know from these bills.

Q. From the face or back I said?

The Court: (50) From anything that is on the bills can you tell? A. There is a notation on the bottom of one of them—M. R. cars, no (75) numbers or anything to correspond with them, but there seems to be some numbers on the back. I suppose the numbers refer to loads in (93) Carmine Line cars.

Q. Then it is three cars—15646, 18263, 4399—and you will find receipted (25) there on the back of the other some figures? A. On the back of the other bill



cars 35204, figure 32 [50] opposite; 13556, 32 opposite; 11145, 30430, 8545—32 opposite; 10459, [75] 32 opposite.

Q. What do those figures opposite indicate? A. The weight of the cars, I suppose.

Q. 32,000 pounds? A. Yes, sir.

Q. I will ask you (94) what the first figures represent? A. They appear to represent car numbers.

Q. Will you tell to the Court then whether that is not a bill for (25) storage upon the oats in those various cars? A. It is.

Q. Is that the ordinary way in which the elevator company—the Minnesota elevator company—make [50] out their bills? A. It appears so from that bill. I am not familiar with storage bills.

Q. Who in Mr. Carter's employ is familiar with it? [75] A. There is a storage man in every office who attends to such things.

#### CROSS EXAMINATION.

By Mr. English: Do you know of your own knowledge (95) what they are? A. No, sir.

Q. Know anything about where they purport to get their information—that is, of your own knowledge? A. No, sir.

Q. Know who (25) put the figures on those papers? A. No, sir.

Q. You simply interpret then what it shows on the face? A. Yes, sir.

P. B. FRANKS, being duly (50) sworn, testified as follows:

#### DIRECT EXAMINATION.

By Mr. Winn: What is your business, Mr. Franks? A. I am chief inspector of grain.

Q. I will ask you (75) to state whether as chief inspector of grain you have examined the records of your office for the purpose of determining what cars were loaded (96)—whether cars numbered 35204, 10454, 12,877, 8,545, 13,556, (25) 11,145, cars 4,399, 15,646, 18,263 were?

The Court: Of what road are they? (50)

Mr. Winn: This is the Minnesota Railroad, Carmine Line cars.

Mr. White: Do you assume that the Carmine Line cars are Minnesota Railroad cars?

Mr. Winn: Yes, sir; I certainly assume that the Carmine Line cars and the busi-

ness of the Carmine Line company was exercised and conducted by the (97) Minnesota Railroad Company. It is simply a freight line of that company.

Mr. White: That you will have to prove.

Mr. Winn: I intend to (25) try to prove all that. (To witness) I will show you this bill and ask you whether these cars were loaded from the Peoria Railroad? (50)

Mr. White: I understand that the question is as to whether he has examined his records. A. Yes, sir.

Mr. Winn: That is your answer? A. Yes, (75) sir.

Q. Do you keep a record of all the grain that is loaded in cars out of elevators? A. Yes, sir.

Q. Who keeps that record? A. It (98) is kept in my office.

Q. What is your office? A. The grain inspection office of the State.

Q. I will ask you to state for what purpose (25) this record is kept? A. The record is made for the purpose of showing certificates of the work done by the office and for the date (50) for the collection of fees for doing the work, and is kept for the information of the public.

Q. Is that a record that is required (75) by law to be kept? A. I am not sure whether or not there is any legal requirement. It is necessary in the course of our (99) business to keep it.

The Court: You do keep such a record? A. Yes, sir.

Mr. Winn: You have made examination. State what you know about (25) this.

Objected to on the ground that it has not been shown that it is a record to be kept by law; that it is (50) not shown that he kept the record himself.

The Court: He can state the manner in which it is done. A. I have the original reports (75) made by our inspectors.

The Court: Your record is made up by reports of deputy inspectors? A. Yes, sir.

Q. And is copied by yourself or your (100) clerks? A. My clerks.

Q. You have brought to the court the reports of those inspectors? A. Yes, sir.

Adjourned. (10,017 words)

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

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





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


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






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## PAMPHLET No. 1

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Meeting called to order at 8:15 p. m.

President VanShack: In calling the Convention to order, I will detain you but a moment [25] while expressing the great pleasure which I experience in meeting with you once more face to face, and permit me to add that I trust [50] there will be a full and free discussion of every subject which comes before this Association and upon which there is any difference of opinion.[75] It has been my experience, gentlemen, as well as that of others who have occupied this chair, that after adjournment some gentleman has remarked "that [1] he did not think it good policy" though we never had the pleasure of hearing his voice during the discussion. We wish a free discussion [25] and a full one as to the expediency of every move we make. There are gentlemen on this floor who are able to teach us [50] much, but their inherent modesty and the unsteadiness of their legs—the infirmities which the speaker himself experiences—prevent us hearing from them as we [75] should. Let there be a reform in this regard. If there are any gentlemen present representing any of our sister associations they will kindly send [2] their names to the chair. The first order of business, gentlemen, is the roll call.

Mr. J. M. Peters—I move that the calling of [25] roll be dispensed with until a later session; many of the members are absent as yet. [It was so ordered.]

The President—It is in [50] order to hear from the representatives of the different Associations. I see that the A. P. A. have appointed the following named gentlemen as delegates: [75] Mr. Wm. Thompson, Mr. John A. Milburn, Mr. D. M. R. Culbreth. None of those gentlemen responding, we would like to hear from the Ohio [3] State Association, Mr. J. N. Reed, of Toledo, or Mr. C. E. Ink, of Columbiana, or from the Mass. Association, Mr. J. W. Colcord, Mr. [25] E. Waldo Cutler or Mr. F. E. Carter. I see Mr. Carter is present.

Mr. Carter—I am sure some of those men are on [50] hand to do their duty. It was expected that the Mass. State Association would send a retail member of their Association instead of being represented [75] by a member of the National Association. That member will not be here until to-morrow, and will therefore have to present his case later on. [4] He had some remarks which he wished particularly to make.

The President—I see the New Jersey Association has appointed the following as delegates: Mr. [25] Henry O. Ryerson, Alfred S. Marshall and Wm. N. Townley. There being none of them present, if any person is here representing any sister Associations [50] I trust he will comply with the wish of the Chair by forwarding his name to us at once.

Mr. M. N. Kline—It has [75] usually been my misfortune to misrepresent the Penn. Pharmaceutical Association on the floor of this convention, but this year I happen to know that we [5] have present a proper and real representative in Mr. J. B. Duble, of Williamsport, Pa.

Mr. Duble—Mr. President and gentlemen of the Association, I [25] have the honor to represent the Penn. State Pharmaceutical Association, although I think that friend



Kline has made a mistake when he speaks slightly of [50] the feeling we have always experienced to have him represent us. I had hoped that before I had presented myself and my claims, that we [75] could hear from the A. P. A.; whom we recognize as the parent organization of the retail trade of this country. I am here Mr. [6] Chairman, I presume, under peculiar circumstances. I had expected when I came, to enjoy what I had always heard and what is generally known as [25] the courtesy and kindness usually shown our representatives. I came expecting a good time, and I expect to have it, but unfortunately I am sent [50] here this time on a business mission and I feel like acting loyal to the organization sending me. I propose to bring before this association [75] a question, not at all new to you, and yet one in which we claim the retailer to be directly interested and also the wholesaler, [7] and at the proper time and in the proper place I should like very much, so far as the State of Penn. is concerned and [25] as being her representative, to give you whatever thoughts I might have upon this question. It is a well known fact that for years the [50] retail trade has been laboring under a tremendous burden. And as the National Organization is interested in our welfare as retailers, we come to you [75] because we feel naturally that you are our friends. This, however, is not the proper time and for the present I am very glad for [8] your attention.

President VanShaack—Mr. Horace Benton, will you be kind enough to respond.

Mr. Benton—It is so long since I have been [25] here that I am not in the spirit to respond. I came here to catch the spirit. I dropped out and dropped behind. I came [50] here to catch up. I am very glad that the retailers are in touch with the wholesalers of the United States. I remember when this [75] Association began, that we had, to a certain extent, the jealousy of the retailers. It was supposed then that the wholesale drug association intended to [9] freeze out the retailers of the United States. That belief has long since passed away, and now in these meetings the retailers are welcome and [25] they come here and tell you that they look on the wholesale association of this country as their warm friends. This I believe, is a [50] truth. I think we all in our hearts respond to this—that we are the friends of the retailers.

The President—I notice with much [75] pleasure that we have with us to-night the President of the Proprietors' Association, Dr. R. V. Pierce, of Buffalo, and would be very glad to [10] hear from the Doctor.

Dr. Pierce—Mr. President, the Proprietors' Association have, I believe, a representative appointed to represent them at this meeting, but, inasmuch [25] as I have been called upon to respond for the Association I would say, that the Proprietors' Association are glad to be here to meet [50] with you on this occasion, and they have great cause for thankfulness, especially during the past year, for the valuable services rendered them by this [75] association and its representative, through their Committee on Legislation. Mr. Jones of Philadelphia, I believe is the Chairman, and Mr. Kline and several other gentlemen [11] the able representatives. Certain matters thought to be inimical to the proprietary interest were brought forward for legislative action, and those gentlemen volunteered very promptly [25] to fight the battles, which it was thought they could do better than the proprietors could do themselves. Our association is in a very flourishing [50] condition, so far as numbers are concerned, having added very largely thereto during the past year. They feel that their interests are identical with your [75] own in many respects, and they are also aware that there are many interests wherein the retail dealers are interested as well, and it does [12] not require very much stress of the imagination to divine the evil which the gentleman from Pennsylvania has briefly alluded to here this evening. We, [25] as proprietors, only hope that in the combined wisdom of the various associations auxiliary to the National Wholesale Druggists' Association, some plan will be devised [50] whereby this growing evil may be obliterated. Thanking you for your kind consideration, I will not take up the time of the Association further at [75] present.

The President—I will call upon Mr. J. C. Eliel to respond.

Mr. Eliel—Mr. President and gentlemen, if there is one thing more [13] than another that would bring about a movement in the right direction, it seems to me to be the encouraging words that Dr. Pierce has [25] just uttered. I believe we all recognize the evils to which the gentleman from Penn. refers. I believe we are all suffering from the same [50] evil; I believe that many of us have tried honestly to devise some plan that would overcome it, and I want to re-echo the words [75] of Dr. Pierce, that I trust the combined wisdom of these associations may find some way in

which this can be affected. I know that [14] in our own section of country we are all suffering from that great and growing evil, and I also know that as yet we have [25] found no way to curtail or hinder its growth. It seems to me that the two great questions which confront our association today are the [50] cutter and the jobber, the member of our association who persists not only in making no profit for himself, but who, like the dog in [75] the manger, objects to his neighbor making a profit. I am one of those who leaves his desk and comes here year after year not [15] merely to utter words that sound well, but who comes here for a purpose. That is, in the nature of our business we can subserve [25] our business and interests better by coming together upon these annual occasions than we can individually at our desks at home, and I believe most [50] earnestly that we should not get together here without each one of us saying to himself and to his neighbor, "let some good come out [75] of this meeting; let us at each annual meeting eradicate some evil, some abuse, that has crept into our business," then we can all go [16] home feeling that our time has not been lost. "If we get together here merely to hear each other talk or for social amusement and [25] then go home to cut each other's throats, I ask you what are we here for? I will not take up more time, and thank [50] you Mr. President for the opportunity of saying a word.

The President—I hold in my hand a certificate from the Mass. Pharmaceutical Association, in [75] which it announces that our esteemed friend, E. Waldo Cutler is one of the delegates. We never knew of an instance before when he shirked [17] his duty, and he did not respond when we called upon Massachusetts.

Mr. Cutler—Mr. President, this is the first intimation that I have [25] of the honor, and am therefore not prepared to respond.

The President—I understand that we have representatives here from the Minn. State Pharmaceutical Association, Mr. [50] J. P. Allen and Mr. H. G. Webster. I see Mr. Allen is present. We would be glad to have him come forward and let [75] us look at him, hear him and welcome him.

Mr. Allen—Mr. President, Mr. Webster and myself have come here to represent the Minn. State [18] Pharmaceutical Association, and while thanking you for the kindness extended to us will not detain you with any lengthy remarks tonight, but will be happy [25] to say at the proper time, a few words touching upon a matter which we believe is for the mutual advantage of the manufacturers, the [50] wholesale druggists and the retail druggists. At the proper time we will be pleased to present it.

The President—This would seem at opportune time. [75.]

Mr. Allen—We are hardly prepared to-night, Mr. President.

The President—Mr. Doble, could we not hear from you this evening on the subject you [19] spoke of? This is probably as good an opportunity as any.

Mr. Doble—I am perfectly willing to abide by the rules of this association, [25] and I want to preface whatever I may say, by saying that whatever evils I may speak about I have no particular plan to suggest [50] as a remedy. I simply thought it would be possible for this association in its wisdom to appoint a committee on this question, and if [75] that committee were appointed, I would much prefer presenting our views to it. However, I am perfectly satisfied, if it is the wish of the [20] convention, to state all I propose stating to that committee right here.

Mr. President—I think probably that would be the best course to pursue, [25] and then if any member should choose to refer the matter to one of our standing committees, it would be quite in order. I do [50] not know of any opportunity better than the present, to lay the matter before the entire association; then they would better understand matters when the [75] committee make their report.

Mr. Doble—Mr. President and gentlemen: I am sorry that what I may have to say and the manner in which [21] I will say it, would hardly entitle me to such a conspicuous position, but I desire to say that at the last meeting of the [25] Pennsylvania Pharmaceutical Association, the question of cut prices—probably you may have heard of that before—was very fully discussed and the fact was shown [50] conclusively that for the last few years the retail trade has suffered very much from this thing. I want to say here that so far [75] as I am concerned personally, I cannot enter into the spirit of the thing, as I should like to do, from the fact that in [22] our own town we do not suffer from such consequences. It started out in our town at one time but we fought fire with fire—[25] we cut the cutter until he was unable

to continue the cutting any longer. But unfortunately that is not the condition of affairs throughout our [50] state, and in fact throughout the country—on the contrary, the evil instead of reducing is gradually growing. At this meeting of our association it [75] was insisted upon, that notwithstanding the fact that that association as a matter of courtesy had already been ably represented here by members of the [23] National Association, yet it was insisted upon that some one should be sent to represent the retail dealers, and unfortunately for them I think I [25] was the party selected; and I am here before you to-night to prove loyal to my friends, and whatever in that spirit I may say [50] here to-night—acknowledging the fact that I am simply heard out of courtesy of this association—whatever I may say, while I may speak plainly, [75] I trust you will take it in that light. I remember some few years ago when the wholesale trade of this country was suffering from [24] the same cause. I remember the time when there were many wholesale pharmacists who had bankruptcy staring them in the face, from the simple fact [25] that a large proportion of the goods that they sold, were obliged to be sold without any profit whatever. I think that you will agree [50] with me that such was the case before, in your wisdom Mr. President and gentlemen, you perfected a plan by which you are secured at [75] least a fair profit for the goods you sell in that line. Now if it can be done among wholesalers, I ask you in all [25] justice and in all reason, why cannot it be done among the retailers? Now, I want to show you—it has been an expression that [25] I have heard made—that the retailers are not the only ones that will suffer from this curse. No man can afford to do business [50] and sell goods without realizing at least a sufficient profit from the goods to pay for making the sale. You will admit with me that [75] at least fifty or sixty per cent. of the goods that are sold by the retailers to-day in a great number of localities are sold [26] without any profit. What is to be the result when I have to conduct the sale of one-half the goods without a profit? If [25] I have a certain line of goods which I sell without any profit, the sooner I eliminate those articles from my business, the better for [50] me. When I was appointed to this convention I made it a point to ask a number of the retailers in our state what they [75] would eventually do, when we found that it was absolutely impossible to bring about any change in this matter. With scarcely a single exception, that [27] was the view that was taken of it. Now, Mr. President and gentlemen, if such a state of affairs should be brought about by this [25] cutting business, I ask you in all reason if the wholesalers will not have to take their share of the losses. We cannot sell goods [50] without realizing a profit—if we do not buy goods you cannot sell them. Then I would like to ask the manufacturers of proprietary preparations [75] if the drug stores of this country do not handle their goods, whether in their judgment they would have the same sale for them in [28] the dry goods and the notion stores and in the boot and shoe stores. The patent medicine business of this country, Mr. President and gentlemen, [25] is not of the dry goods and notion store creation. I want to say with all justice to the gentlemen who are here to represent [50] the proprietary interests of this country that we as retail pharmacists do not think the dry goods stores are necessary to the sale of proprietary [75] medicines. We do not think they are necessary. The proprietors have advertised them, and knowing what is a fact, that those preparations which were most [29] widely advertised were the most likely to be called for we have bought them and sold them. The demand for them has been made through [25] the drug stores. It has not been through the dry goods stores. And just in proportion to the amount of business done by proprietors and [50] the amount of advertising—just in the proportion—have the number of drug stores also increased. Where we had 1,000 to 2,000 or [75] 3,000, and sometimes 4,000 or 5,000 inhabitants, we have now almost one drug store to every thousand population. This has been simply [30] brought about by this one thing—the increase of preparations. Why, I remember when I was an apprentice that a little case about ten feet [25] in length would hold all the proprietary preparations in the country—to-day it takes one-half an ordinary pharmacy to hold them all. These things [50] have to be kept now though they are sold without a profit. The drug stores are the place to keep them. And they do it. [75] But I want to see if something cannot be done. I want to go back to the Pennsylvania Pharmaceutical Association feeling that I have not [31] been here for no purpose. I want to go back there to tell them one thing or the other. Either to say that there is [25] no question about it; that something can be done. Or else to say to them that there is



no use trying to kick against the [50] pricks; you must submit to it or eliminate it from your business. It is not my business to say how it can be done. I [75] can submit no plan. But I want to ask one question. If there are any manufacturers of proprietary medicines in this hall I want to [32] ask this one question of them: Suppose, for instance, that you knew for a certainty that the sale of your goods at certain low prices [25] was an injury—or rather an injury to their sales—to other sales—would not you stop it? I will warrant you would. Cases are [50] on record where goods are sold just in that way. I can mention one business house—

Mr. Geo. J. Seabury—You can put our house [75] in there.

Mr. Duple—It can be done, gentlemen, if you desire to do it. There is no question about that. But, we want the [33] wholesale men and the manufacturers of proprietary preparations to work together in this matter. We want to accomplish something or else we want to know [25] that we cannot. I want to say right here while I am on the floor, and I think it is a very important thing, in [50] my own city there is not a single article sold below the regular prices. To-day you can traverse the city from beginning to end, and [75] you will not find a secret preparation on sale by any druggist below the regular prices—not one. (Applause). It is not a question whether [34] the manufacturers of each preparation are doing a business that justifies their expenditures or not—and that man who is wise will look still further [25] than simply as to whether his advertising is bringing in the required result. It is not what they are doing so much as it is [50] what they might do. The biggest losers are the cutters. Go into any establishment that does a cutting business and you will find the preparations [75] they are offering are those known to the public. That is a question that I simply want to bring more particularly to the manufacturers of [35] patent proprietary preparations. I feel that while I could go on still further, yet I see that the chairman of my committee is here and [25] I will give way to him.

Mr. Allen—Mr. President and gentlemen: I am glad as a delegate of the Minnesota Pharmaceutical Association, to confirm [50] all that the gentleman has said. I have been in a position to look into the subject, and as far as I can gather they [75] are the sentiments of the entire pharmacists of this country. As I said to you a few minutes ago, we have a plan that we [36] can offer the convention, but must ask you to have the kindness to excuse us till to-morrow, because it is not here. I have sent [25] for it. It is a definite plan.

The President—Mr. Lord, will you respond to Mr. Duple's remarks?

Mr. Thomas Lord—I am not prepared [50] to respond fully, but I am very much in sympathy with what he has said on the subject, and I believe from my own experience [75] and observation, ever since the formation of the National Wholesale Druggists Association, that there has been adopted a prominent feeling in this direction. I know [37] that for many years the committee which had in mind a change, felt the necessity for relief from the condition which is referred to by [25] the gentleman who has just spoken, and in every single case where the proprietors were approached in reference to the matter that has been adopted [50]—known as the rebate contract plan—that in every case the committee presented, recommended, urged and entreated that the necessities of the retail dealers be [75] consulted. In testimony of this we can refer to every member of the proprietors' association that was approached and who entered into the rebate plan. [38] I would say further, not having expected to be called upon and having no arrangements of thought, it seems to me that if the retail [25] druggists will formulate a plan that is reasonable and proper and practicable, they will find a very strong backing on the part of the members [50] of the National Wholesale Druggists' Association to carry it through and make it a power for good to them as well as ourselves. We are [75] appreciative of the fact that the retail druggists are our friends and customers and we want to protect them as far as possible; and I [39] believe it has been the feeling and spirit and purpose of this association ever since its commencement, to hold this in mind, and I know, [25] from personal observation and experience, that practically it has been attempted to be carried out; but we would say to the retail gentlemen that if [50] they will present a feasible and practicable plan, that I think we will all be very happy indeed to put our shoulders to the plan [75] and get under the curtain and help lift it up. (Applause.)

The President—Gentlemen, Mr. Thompson of Washington, is present. We would be glad to [40] hear from him upon the subject.

Mr. Wm. H. Thompson—Mr. President and gentlemen of the Wholesale Druggists'



Association: Coming in late, I have not [25] been able to catch the whole drift of the gentlemen who have preceded me, but from what I understand, the matter before you is for [50] some protection to the retail druggist. Of course we are very glad to have this matter under consideration. We are here as a delegation representing [75] the American Pharmaceutical Association with instructions to co-operate with this association and with that of the manufacturers in any measure that you may suggest or [41] undertake, looking towards the elevation of the standards of the qualities of medicines, to co-operate with you in any thing that looks toward improvement in [25] methods of doing business; to assist in any way possible to correct what is now complained of by all the retailers at least, as a [50] very serious evil. It has been suggested by the gentleman who just spoke on the other side that some plan should come from the retailers, [75] that you are perfectly willing to endorse or recommend or aid us in any plan we may suggest; but I suggest to you, gentlemen, it [42] is not in our power to put such a plan in operation, that the remedy must come from the source, that the manufacturers of proprietary [25] medicines have the complete control of that, and it is for them to suggest a remedy for the evil complained of. We stand ready and [50] willing to co-operate with this or any other association with any plan that may be proposed.

Mr. George J. Seabury—Mr. President, I may disagree (75) with some of our eminent speakers in this association, but I think before we are many years older, we will have to adopt some plan [43] similar to that of the American Pharmaceutical Association, whereby we will be obliged to do our work by sections. I have spoken of this method [25] before. I do not believe this is the proper time to bring up this subject. We all have diverse opinions Mr. President. I think it [50] should be treated in sessions to come, and that now we should be prepared to hear the address of our worthy president and officers instead [75] of allowing the general business to interfere, and before we disperse from this meeting I shall bring before the association a resolution to that effect, [44] because I believe we waste time. We have done it ever since I have been a member of this association, and for that reason we [25] are having questions sprung upon us here, at the beginning of our meetings, that will take many hours to debate. I disagree with our friend, [50] Mr. Thompson, that our remedy must come from above. My remedy has always been from the bottom—from the retailer. When they will stand together [75] as the wholesalers do, then they will dictate and tell you what you shall and must not do. And not only that. The plan which [45] Mr. Doble wants is also an honest one—and a scientific one—and that is, that every manufacturer in this country that manufactures an article [25] of genuine merit be protected against the sale of substitutions, and I am in hopes to see them driving the wholesalers to do the same [50] thing. That is one reason I did not go to Indianapolis last year. I would have given you something on substitution if I had. We [75] have gentlemen who come here year after year—who come here with platitudes and stand up here and plead for a straight-forward practice, and [46] know they do not practice it. I have got the proofs against them. They are worse substitutes than even the retailers. I have tried to [25] keep ourselves like a family for years, but I guess a good many of you who would not speak to me when you meet me, [50] find that I am not afraid to speak the truth nevertheless. I state it now: The wholesale druggists are just as largely responsible for substitution [75] as the retailers that you want to help to gain a profit. Now, that is about the size of this whole discussion, and I would [47] like to have one of our sections take and discuss this straight. I will give you some knowledge internally, and you may depend upon it [25] that every statement I will make I will prove. I never yet made a statement that I could not prove, and therefore I think the [50] time will come when one of these sessions will be set aside for this business—because it involves the wholesaler, the manufacturer and the retailer. [75] The time is coming when you will not be able to collect your debts from your customers—you will not have money enough to hold [48] them out of bankruptcy. I can see that very well. There is many a wholesale druggist to-day that is carrying fifty per cent, of his [25] customers, including those in New York, Brooklyn, Boston, Philadelphia, and other cities, and I think it is a question that is not to be sniffed [50] at by anybody, not even by the manufacturer or the retailer; and if they will stand together in a solid phalanx they can get fair [75] prices, and they will say to you, "You must not sell the dry goods men or other tradesmen a dollars' worth of these goods." I [49] have not done it

on principle and I will not do it so long as I live. That is one reason I object to this [25] gentleman's plan. They go to work and boycott the honest manufacturers. Supposing you place my goods in the hands of a dry goods man in [50] St. Paul. Anybody knows I will not sell to a dry goods man. The dry goods business can take care of itself. How do you [75] know they cannot get hold of these goods? Is that any reason I should boycott anybody else? You do not do justice to the honest [50] manufacturer. If we are to have any reforms, let us do it if we can by a tripartite scheme—manufacturers, retailers, wholesalers. I will do [25] it for one. You will have shorter bills to pay. You won't have to wait six months for your money. That is why the retail [50] trade is in such a miserable condition to-day financially.

Mr. Allen—As the gentleman has seen fit to refer to our plan, I will simply [75] say that it is not our time to discuss it yet, and we will refrain from making any remarks from the fact that our plan [51] has not been submitted. We will reply to that after it is submitted.

Mr. M. N. Kline—Mr. Chairman, I desire to say that the [25] suggestion made by our friend Mr. Seabury in reference to sections is not only a very good one, but one which has been in successful [50] operation in this association for many years, and I think anyone who comes to our meetings will testify that our business is done expeditiously. We [75] have a committee on every subject which has commonly come before this body, and I think that those committees have generally considered, digested and brought [52] before the association everything of this nature which the association cared to consider. Now, we have a committee on this subject under discussion, the Committee [25] on Proprietary Goods, and unfortunately I happen to be at this time its chairman, and I think we can save a great deal of time [50] by having any propositions that might be brought before that committee given it first, and after it is passed upon by that committee to have [75] it brought before this association. I have prepared, as you probably have anticipated, a report of that committee, and I think I have not been [53] asleep during the year, as to what has been going on and what has developed in connection with this subject, and I hope you will [25] say when this report is brought to your notice, that I will have covered all the questions. I think we can get along more expeditiously [50] and very much more to their taste and comfort, if these matters were submitted to the proper committees and are thus passed to this association. [75]. That is what I call doing our business through sections, or, as we call it, through committees.

Mr. Seabury—Mr. President, I will make this [54] statement which I made before. You remember, as we all do, that these reports are read by the different chairmen, then reported to the Board [25] of Control. The best time to debate reports of the chairman is right here when everybody is primed with the subject and has ideas on [50] it, instead of debating it over twice. That is the only point I have made.

Mr. Eliel—I think there is a way to do [75] these things and do them properly. We must concede that to undertake to discuss a question like this at the opening of a convention is [55] improper. We have a committee on proprietary goods, a very able committee having a very able chairman, having done in the past much yeoman-work for [25] the association, and I think it only proper for these various associations to present their plans to that committee and have them debated in committee, [50] and brought to us in their proper order. Certainly these things should not be discussed ahead of that report. I have just this one suggestion [75] to make—that is that after that course has been pursued, if it is the will of this convention, that the gentlemen whom we have [56] here representing the various associations will be given not only the courtesy of the floor, but given also free and full permission to meet here [25] every day and help us discuss these questions. They are practical men. They have come here with ideas on these subjects. If we have objections, [55] then they ought to hear our side of the question, when they can go home feeling that we have worked together with them, whatever the [75] result may be. I move you, Mr. Chairman, that this matter take its proper course and be referred to the committee on proprietary remedies.

Seconded [57] and so ordered.

On motion, adjourned until next morning at 10 o'clock.

#### SECOND DAY—MORNING SESSION.

The Convention was called to order by the President [25] at 10:25, a. m.

The secretary called the roll of the active Membership.

The President—Gentlemen, we have a communication from the Delaware [50] State Pharmaceutical Society. The Secretary will please read it, and, if there is no objection, it will be referred to the Committee on Proprietary Articles.[75]

REPORT OF COMMITTEE APPOINTED TO EXAMINE THE "FRENCH'S PLAN" FOR THE SALE OF PROPRIETARY MEDICINES.

WILMINGTON, DEL., Sept. 16th, 1890.

*Mr. President and Gentlemen, [58] N. W. D. A.*

*Resolved*, That this committee commend to the attention of the National Wholesale Druggists' Association, and the Association of Manufacturers and dealers [25] in Proprietary articles of the United States, a consideration of the so-called "French's plan," for the sale of Proprietary Medicines; that while we do [50] not endorse the plan in its entirety, we feel that it possesses some good features that can be incorporated in a final plan for the [75] amelioration of the retail druggist.

We, moreover, strongly demand the adoption of some plan for this purpose.

O. C. SPEAR.

Z. JAMES BELT.

N. DANFORTH.[59]

J. M. HARVEY.

E. F. BOSTICK.

Committee.

There being no objection, the communication was referred to the Committee on Proprietary articles.

The President—Gentlemen, I [25] have pleasure in announcing that Mr. John A. Dadd, of Milwaukee, Wis., is a delegate from the Wisconsin State Pharmaceutical Association. We will be glad [50] to have Mr. Dadd, who I see is present, step forward and address the association.

Mr. Dadd—Although not a man of many words, nor [75] accustomed to speak in public, still I am very happy to be here as a representative of the Wisconsin State Association. Being familiar with the [60] interests of the retailer, and having been myself some 22 years a jobber, as well as for the past 19 years a retailer, I [25] understand the difficulties of both sides of the question. I trust this question will be handled with moderation and with satisfaction to both sides, and [50] knowing as I do, a large number of the wholesalers, I have no doubt full justice will be done to the interests of the retailers [75] as far as lies in your power. Gentlemen, I thank you

The President—Mr. Hinchman, of Detroit, will kindly reply to the remarks of the [61] gentleman from Wisconsin, Mr. Dadd.

Mr. Hinchman—I am very happy to respond to the gentleman from Wisconsin. I can say little in obedience to [25] your request, but I can say somewhat more of Michigan than I can of Wisconsin. I attended the meeting of the Michigan Association. There was [50] quite an enthusiastic and pleasant gathering. The matters under discussion were similar to those which engage the attention of other associations. The "cutting" business was [75] discussed, and the solution of that question seemed as difficult with them as with us, if not more difficult. They did not appear to have [62] faith in the Wholesale Association's stand in the matter, and I also, in a measure, admit my incredulity in that direction. Another matter of some [25] discussion before that association was the difficulty of disposing of excess stock that had accumulated, and for which there was no sale. Their first impression [50] was that the wholesalers could relieve them of the excess of stock, but that solution of the question was found most difficult. It was suggested [75] that their own salvation demanded that the goods be advertised, but their funds were not sufficient for that purpose. Finally, the matter was referred to [63] a committee. Your delegate to that association very politely invited them to send a delegate to this meeting, but their action with respect to that [25] I did not wait to hear. I presume, however, that they failed to act upon it; and therefore, as a member of that association, I [50] take the liberty of announcing myself as a delegate from the Michigan Retail Association, as well as being a member of this.

The President—We [75] have with us to-day Mr. L. F. Chalen, who represents the Louisiana Pharmaceutical Association, as well as the New Orleans Association. I should be pleased [64] to have the gentleman step forward and address the association.



Mr. Chalen—Mr. President, as the representative of the Louisiana and New Orleans Pharmaceutical Association, [25] I ought to say a few words expressive of our feelings and views relative to the cutting of prices of proprietary medicines, and the sale [50] of them by dry good stores and bazaars, for almost no price, but merely for the purpose of advertising. And in the first place, I [75] desire to say, that I experience no ordinary pleasure in finding myself in the company of so many distinguished gentlemen composing the U. S. Association [65] of manufacturers and dealers in Proprietary Articles, the National Wholesale Druggists' Association and the many members of the different Pharmaceutical Associations of the U. S. [25] I feel, in addition to the usual sentiments of friendship inspired by congeniality of tastes, and mutual business relations for many here present, that esteem [50] which is due to them, not only as successful business men, but for men of science as well. The thriving pharmacist must be not only [75] a good business man but a scholar and chemist besides; he is admitted into the secret chambers of Nature and has revealed to him the [66] causes of the wonderful changes of substances which result from molecular attractions and repulsions. Upon his knowledge and skill depends the health and lives of [25] his fellow-men, and therefore the business of pharmacy holds a high place in the minds of all appreciative persons. I have been delegated, gentlemen [50] of the Association of Manufacturers and Dealers in Proprietary Articles and the National Wholesale Druggists' Association, by my colleagues of Louisiana, to say to you [75] all that the retail druggists of Louisiana re-echo the sentiments contained in the joint address of the Ramsey county Pharmaceutical Association and the Minneapolis Pharmaceutical [67] Association. We denounce the invasion of our business by men who almost give away proprietary medicines, perfumery and proprietary articles, only for the sake of [25] advertising and drawing customers to purchase their dry goods, toys and baby carriages, thus using the legitimate business of pharmacy as a pole to shake [50] down the persimmons of their own fortune—this we consider degrading to the character of our business and highly improper on its face, not less [75] so than it would be for the retail druggist to sell gentlemen's neckties and ladies' hose. But we would say little about the mere external [68] impropriety of the thing were it not for the internal injustice it works upon us. To some retail druggists the sale of these articles is [25] of no little importance, in healthy localities and other localities at healthy periods, the sale of them often help to fill up the void in [50] the prescription business, and it is unjust that they who serve as the medium of introducing these articles to the public by commending them orally [75] or by printed bills, should not only be deprived of their benefits, but made the laughing stock of cutters in the dry goods stores.

How [69] are we to continue to handle goods which cost us the full price, while the notion bazaars who have bought them at reduced rates, use [25] them only for bait to catch customers for other goods, whose rich profits reward them for the ruse? Gentlemen, these cut rates will first banish [50] proprietary articles out of the retail drug store and afterwards out of the market entirely. We are not so ready to become dry goods merchants [75] and grocers as they are to become drug vendors. Will a sensible person put any trust in the articles claiming to benefit him externally or [70] internally, which have so little financial value? Cannot druggists place themselves on a par with these rivals by decrying such goods, and making a cheap [25] substitute of their own? Whatever success an article may have had in the past—may it not be deprived of it by the united action [50] to those to whom it mainly owes its original success? Have we not the chemical abilities to decompose articles in our line, and use their [75] elements to purposes of our own? In speaking thus I voice the sentiments of the retailers of the city and state which I represent on [71] this occasion. At the same time I entertain a belief that the manufacturers, proprietors and wholesale agents of the proprietary medicines in our country will [25] feel it to their own interests as well as ours to take such measures as will at once extinguish this evil, by withholding their goods [50] from cutters of every kind, and selling them only to regular pharmacists of known standing and honor.

"Fiat justitia, ruat coelum"

"Though Heaven should totter [75] to its fall,

"Let justice be done to one and all."

The President—Are there any more associations that desire to be heard from? If [72] not, gentlemen, I deeply sympathize with the Association that the time has arrived, in the regular order of business, for the affliction upon you of [25] the Presi-



dent's address. The chair will cheerfully entertain a motion to relieve you of that punishment. Laughter—Cries of "address," give it to us," etc.[50]

ADDRESS OF PRESIDENT VAN SCHAAK.

*Gentlemen of the Convention:*

The old German proverb says, "Speech is silver, but silence is golden;" yet the revolving wheel [75] of time marks the close of each year of our Association's history as an epoch which well demands a careful review of the past, in [73] order that, profiting by its experiences, we may strengthen our bulwarks for the future. Looking back over fifteen years—a period far longer than that [25] commonly devoted by men to any one mercantile pursuit—we can recall no time, in the history of our organization, when such a review could [50] have afforded us more profound satisfaction or more intensely convinced us of the wisdom and expediency of our coming together, than the present. Never before [75] have we been able to grasp one another's hands in heartier mutual congratulations, or in a more earnest resolve to stand firm on the solid [74] foundation upon which our Association is built.

Born in an era of local jealousies, so intensely bitter that its sponsors were forced to concede that [25] its future at best was uncertain and its success problematical, our Association was called into existence by the exigencies of the situation. A business conducted [50] by men of otherwise signal ability had drifted into a whirlpool of unmercantile, ruinous and excessive competition, an especially striking instance of which was afforded [75] by the utter demoralization in prices of proprietary articles—which day by day were unfortunately increasing in number. This unhappy state of affairs gave birth [75] to the Rebate Plan—a system which, though not affording us all the relief we could desire, has met the approval of almost the entire [25] jobbing drug trade and the leading proprietary medicine manufacturers of the United States. I need hardly say, gentlemen, that upon its faithful maintenance depends the [50] very perpetuity of the system.

The history of individuals, communities and associations make up the history of a nation. How well each of us shall [75] act his part is the question that most concerns us, and upon the answer may in some degree depend the prosperity, the welfare, and the [76] greatness of our beloved country.

Gathered together as we are literally from the four quarters of the Union; from the frozen Lake of the North, [25] drained by the mighty Mississippi, to the sunken bayous that skirt its delta; from the shores of the Atlantic to the Golden Gate, the feet [50] of whose pillars are kissed by the waves of the Pacific—this large assemblage is a most interesting event in the history of our organization; [75] meeting as we do here to-day in the capital of the greatest nation on the face of the globe—a nation whose public credit we [77] can, in no spirit of vain-glorious boasting, claim stands first to-day among the nations of the world—a country which was baptized in the [25] blood of the Revolution, shed during the eight years of heroic struggle, has since seen its perpetuity forever assured—a Republic which has successfully solved [50] the great question of "self-government" which has afforded under the protecting ægis of its free institutions an asylum for the oppressed of every clime [75] and tongue—a country that gives promise of as magnificent achievements in literature, in science and in arts as it has already attained in agriculture, [78] in mechanics, and in its inventive skill, and all that goes to make up a great and prosperous people in the world's history, a power [25] that will shortly welcome as its guests the nations of the earth at that great entrepot of commerce, the queen of the mighty inland seas, [50] the second city of the union, to celebrate a discovery as matchless as it has proved beneficent, so that to-day the future of America is [75] so positively assured, that the whole of Christendom intently watches its progress—and whether we look back over the past, or turn our glances forward [79] into the dim vista of the future, we can proudly claim that we have taken the first position in the community of nations, and thank [25] God in the words of St. Paul that "we are citizens of no mean country." (Great Applause.)

The fierce struggle of the day is between [50] the vast concentration of capital and brains on the one hand, and individual effort on the other. The dissonant voice of complaint is heard on [75] every side—on the street, in the workshop, in the fields and in the mines, and from a laudable desire to remove the cause of [80] this discontent have sprung many of the tentative and erratic efforts of the legislative bodies of the Union. The problem remains yet unsolved and still [25] commands the closest

attention of the profoundest sociologist and the most astute political economist of the land.

Gentlemen, we can fairly claim that the cause [50] of true pharmacy has advanced under the auspices of our Association. We have seen schools for education in the noble science, spring up in almost [75] every State and Territory, and whatever effort has lain in our power for the betterment of the condition of the retail drug trade of the [81] country—whose friends and allies we rightly are—has been promptly, earnestly and faithfully put forth.

In accordance with the time-honored custom of our [25] body, I have appointed delegates to attend the annual meeting of the American and every State Pharmaceutical Association during the past year, to extend our [50] cordial greetings with the hope of cementing the friendly relations of the past, and forming new ones for the future. We have invited each and [75] all of them to send a representative to the meetings to make such suggestions as they thought might tend to strengthen the bond of interest [82] which should exist between us.

The successful battle which we fought for the removal of the odious stamp on perfumery, bay rum, etc.—the struggle [25] in which we are to-day engaged to secure a reduction if not a total repeal of the war tax on alcohol as used in pharmacy [50] and the arts, as well as the recent defeat of the iniquitous Senate Bill 279, we have reason to believe have been fully [75] appreciated by them.

To these delegates we extend the right hand of fellowship. We bid them welcome—thrice welcome—to share in our deliberations and [83] to join in our festivities. Their presence with us to-day is the best evidence of their appreciation of those fraternal feelings which our Association has [25] always aimed to cultivate.

What more powerful argument can be adduced to prove the far-reaching influence and the inherent value of our Association than [50] its energetic and successful effort to secure the defeat of the obnoxious Senate Bill 279? It is indeed a cause for the most [75] profound surprise and regret that there is a member of the jobbing drug trade of the country, or a proprietor of a medical compound who [84] fails to appreciate the importance of our organization, or that any one of either class can be found so selfish as to participate in all [25] the benefits resulting from an association without being willing equally to share its expenses, its labors, and its responsibilities.

The Association cannot but recognize at [50] their true worth the faithful services rendered and the signal ability displayed by the chairman of the Committee on Legislation, whose absence to-day we all [75] regret, and whose onerous duties, have been performed with the same energy and devotion which he has in other years brought to the service of [85] the Association in the same capacity. His exhaustive argument, appearing in pamphlet form on the Excise Tax and Customs, was a most comprehensive presentation of [25] the issues involved. The first bill reported by the committee on agriculture—as absurd as the Pope's bull against the comet—entitled a bill for [50] the "Prevention of Adulteration of Food or Drugs, and the Prevention of Poisonous Adulteration and *for other purposes*," a caption alike captivating and false, received [75] from this committee, the Association of Proprietors and the Drug Exchange of Philadelphia, the first among our craft to sound the note of warning—the [86] most prompt and determined opposition which happily resulted in its ignominious defeat. (Applause.)

The title of the bill was a misnomer. The measure should have [25] been headed: "*A bill to increase the importance of the cabinet office of Commissioner of Agriculture and for other purposes*." Gentlemen, what were the "other [50] purposes?"

*To rob the drug trade* of the United States of honestly acquired rights!

*To impose upon it* annoyance and expense to which no other [75] branch of trade in the country is subjected!

*To provide lucrative offices* to the cormorants who hover around the legislative halls of the country, always [87] ready and eager to aid in enforcing any policy, however onerous and unjust, providing it be inquisitorial in its character!

*To subject to expensive delays* [25] a legitimate branch of business!

*To enact a measure* whose absurd provisions were demanded by neither the popular will nor its exponent, the press.

*To [50] throw open laboratories* and private premises of the drug trade for unwarranted and unjustifiable inspection and surveillance, and to divulge the process of manufacture—many [75] of them attained at a vast outlay of money and scientific

research and experiment—of men engaged in an honorable business; an inquisition into private [88] business too high handed and too dastardly to be tolerated by any civilized country on the face of the earth. These, gentlemen, are a few [25] of the charges upon which we frame our indictment against the authors of that iniquitous bill.

The bill elicited the earnest protest of the entire [50] drug trade of the country, as one which would work irreparable confusion and damage, and which was in its very essence, a violent fraud upon [75] many valuable interests.

The deep indignation on the part of the druggists and proprietary medicine manufacturers, who have been our faithful allies, did not spring [89] so much from any disposition to oppose an honest effort to legislate against adulterated goods, though they saw no necessity for any bill, as from [25] a conviction that the bill was defective, pernicious and unjust; and was based upon the most unfair imputation that adulterations in our branch of business [50] were general: not as we claim, and are prepared to prove—exceptional. Gentlemen, I have dwelt on this subject, because I firmly believe the enemy [75] is only sleeping, and our antagonists will renew their efforts in the next Congress to further embarrass us by the passage of another bill, and [90] we should ever remember "To be forewarned is to be forearmed." (Applause.)

Probably since the organization of our Association, no committee has heretofore achieved fewer [25] practical results than that on transportation, and it is with unqualified regret that I learn from its chairman that so little interest was manifested in [50] its proposition to establish a freight bureau, and that responses of any character was not received from more than 5 per cent. of our members [75]. I have faith to believe, gentlemen, that this will not always be so, but that the Association will wake up to the necessity and possibility [91] of attaining our rights in the direction of securing a thorough revision of the existing outrageously inconsistent freight classification—and the institution, therefore, of a [25] schedule honestly based on the value of the goods and the risks of transportation—and I strongly urge upon the Association renewed, vigorous and persistent [50] effort in this important matter.

Nothing in the history of our organization has been to me a cause for greater disappointment, deeper chagrin or keener [75] regret than the apparent apathy which some of our members have shown toward placing the Druggists' Mutual Insurance Company on a substantial and enduring basis [92]. There are gentlemen on this floor who were present at Minneapolis when the Association committed itself to the formation of the company, who, at the [25] time raised no voice in disapproval of the project, and cast no vote against our corporate endorsement of the enterprise; yet who, while to-day undoubtedly [50] enjoying their fair share of the benefits arising from the organization of this company, have not subscribed a single dollar towards its capital. I say [75] "enjoy a portion of its benefits," because it must be conceded were it not for its existence, we would to-day be at the mercy of [93] the Board of Underwriters, and there can be no doubt that rates with have been materially increased. Indeed, I have heard from the lips of [25] insurance men themselves, that the dissolution of the Druggists' Mutual Insurance Company for lack of our support, would be regarded as a tacit admission on [50] our part that our risks were, as they have always claimed, and as we have always denied, with equal strenuousness, "extra hazardous," and would prove [75] the signal for the exaction of higher premiums from the jobbing drug trade of the country.

The question stares us in the face. Are we [94] voluntarily to run into the very jaws of the danger which menaces us? I am frank to say I cannot understand how any dealer in [25] drugs, and least of all, any member of this Association, the very corner-stone of which is mutual protection, can be indifferent to an issue [50] which so vitally concerns us all, or can fail to recognize the manifold loss that must accrue to each individual if the company is not [75] heartily sustained.

The problem that presents itself to us is: Should this burden be borne by a few liberal, enterprising and public spirited members of [95] our Association, while the accruing benefit is reaped by the entire trade? Should not all place their shoulders to the wheel for the advancement of [25] the common welfare? The officers of the company have discharged their duties with scrupulous and unswerving fidelity, and have given to their work their very [50] best efforts. Is their's to be "love's labor lost?" or shall they receive the encouragement and co-operation which their enter-



prise deserves.

I trust their report [75] will receive your most careful attention, and that their recommendation will command the substantial approval which they so eminently merit, because of their untiring devotion [96] to the interests of the cause.

But, gentlemen, ignoring the consideration of self-interest, are we not bound in honor to support this company, whose [25] officers will to-day clearly demonstrate to you not only that they have done a successful business, but that they are worthy of your unreserved confidence [50] and cordial co-operation. I do not hesitate to say that I should esteem it a stain upon our good name should we fail heartily to [75] stand by this Child of our Association.

The favorable decision rendered by Judge Hammond, in the United States Circuit Court in Western Tennessee, in April [97] last, after a third trial, in the case of the Mansfield Drug Company vs. three eastern companies, is of vital interest to the entire drug [25] trade of the country, involving as it did, the hitherto untried issue of the liability of insurance companies for proprietary or compounded medicines prepared by [50] druggists. The trade is certainly under no small obligations to Messrs. Mansfield & Co. for their tireless efforts in bringing the question to a final [75] test, and it is sincerely hoped that the decision will prove to the insurance companies at once a rebuke and a lesson. It is due [98] to the Druggists' Mutual Insurance Company to say, that it paid its loss promptly in this case as in every other.

The report of the [25] Committee on Proprietary Goods, always one of the most important, will naturally elicit your closest attention. Even the man who was once arbiter of the [50] destinies of Europe, the great Napoleon himself, met his Waterloo; but defeat is a word unknown in the vocabulary of the able and vigilant chairman [75] of that Committee, to whose unwearied energy we may attribute the comparatively few complaints of violation of the contract plan. Sincere gratitude is also due [99] to the proprietors who have so faithfully stood by the committee, aiding it by both word and work. The few leading manufacturers who are still [25] without the fold we hope will yet see the fairness of the plan, and I respectfully recommend the incoming committee to persevere in the effort [50] to secure the co-operation of the few recalcitrants not now committed to the contract plan—a system which, while it scarcely affords even a fair [75] profit for handling their goods, considering the great expense in conducting the business, not only affords a just protection to the manufacturer, but at the [100] same time results in good alike to the consumer and the dealer.—(10,012 words.)

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






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